

**BY ORDER OF THE COMMANDER
436TH AIRLIFT WING**

**DOVER AIR FORCE BASE
INSTRUCTION 36-2601**



15 AUGUST 2014

Corrective Actions applied on 15 August 2014

Personnel

**DOVER AIR FORCE BASE CONSOLIDATED
INSTRUCTION**

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DOVERAFBI 36-2601, *Dover Air Force Base Consolidated Instruction*, implements a variety of procedures and policies for conduct on Dover Air Force Base. Units are encouraged to use this publication as a general reference in the categories of Conduct, Safety, Security, Personnel, and Operations. Members stationed at Dover AFB are encouraged to read it in its entirety. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Some of these topics are covered in a negotiated agreement between Dover AFB and its local unions. This instruction is not intended to conflict with any of these negotiated agreements; if any conflict is noted, the negotiated agreement prevails.

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Date changed to reflect official date requested by agency.

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Chapter 1

PERSONNEL

1.1. Off-Duty Employment

1.1.1. Active duty military members participate in a wide variety of interest outside of their military duties, including off-duty employment and business ventures. These types of activities require prior approval from a member's supervisor and unit commander. See *DOD 5500 7-R, Joint Ethics Regulation, Section 2-206a*. Prior approval is required to ensure the off-duty activity does not interfere with government duties, bring discredit upon the Air Force, endanger the member's safety or health, or otherwise appear to involve a conflict of interest.

1.1.2. All Dover AFB active duty military members are required to submit an AF IMT Form 3902, *Application and Approval for Off-Duty Employment*, through their supervisor to obtain prior approval for any off-duty employment or business venture. Those members currently engaged in these activities who have not previously received written approval are also required to submit an AF IMT Form 3902.

1.2. Official Local Travel

1.2.1. Chapter 2 of the Joint Federal Travel Regulation Part L: Local Travel in and around permanent duty station or temporary duty location establishes policy for military members. Paragraph U2800 B.2 states: "For DOD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component." Therefore all personnel who must travel outside the following US Postal ZIP codes are authorized travel entitlements. This policy applies to official local travel only and does not apply to any leave status.

1.2.1.1. 19706, 09, 30, 31, 33, 34

1.2.1.2. 19901, 02, 03, 04, 05, 33, 34, 36, 38, 41, 43, 46, 47, 50, 51, 52, 53, 54, 55, 58, 60, 61, 62, 63, 64, 66, 68, 69, 73, 77, 79, 80

1.2.1.3. 21607, 23, 28, 29, 32, 35, 36, 39, 40, 44, 49, 50, 51, 56, 60, 68, 70

1.2.1.4. 21912, 13, 30

1.3. Alternative Dispute Resolution (ADR)

1.3.1. The use of the Alternative Dispute Resolution (ADR) process allows an alternative to time consuming, expensive, legal compliance actions and provides faster, less expensive, and more productive results in eliminating workplace disputes. The ADR process has proven to be highly effective in resolving disputes fairly and quickly as it provides the capability for individuals involved in a dispute to come together, in a non-adversarial way, to explore solutions to conflict.

1.3.2. The 436 AW is committed to maximizing the use of ADR. Although ADR may not apply to every workplace dispute, it is a viable alternative for a majority of them. Commanders, supervisors, and managers at all echelons are encouraged to implement the use of ADR, where appropriate, to help resolve workplace disputes in order to maintain a

productive work environment. Similarly, employees are encouraged to use ADR as a corollary to using traditional resolution methods. Working together, impediments to full and sustained productivity can be overcome and improve cooperative working relationships. Refer to AFI 51-1201, *Alternative Dispute Resolution Processes In Workplace Disputes*.

1.4. Congressional Inquiries (CIs)

1.4.1. Air Force policy is to respond promptly and factually to requests for information from members of Congress and their staffs. The 436 AW/CC assigned the 436 AW/IG as the OPR for all inquiries (verbal or written). Any CI received from anyone or any entity other than the 436 AW/IG will be immediately forwarded to the 436 AW/IG for proper coordination and processing. The 436 AW/IG will inform SAF/LLI (Legislative Liaison), assign an OCR, and establish a suspense date for the draft response if applicable. The 436 AW/IG will forward the draft response to SAF/LLI after 436 AW/CC or CV coordination and approval. 436 AW personnel will not forward any draft response (verbal or written) directly to members of Congress or their staffs.

1.5. Supervisor Responsibilities Associated with Alcohol Use by Employees

1.5.1. Supervisors and managers of civilian employees are responsible for being aware of the behavior and conduct of their employees. Concern and involvement are important for the safety and well-being of Team Dover's workforce and for the security of the installation. Supervisors must be alert for signs of alcohol use and ensure that employees are not impaired while at work. This is especially critical in industrial shops and aircraft maintenance organizations and on the flight line where a single mistake could result in costly mishaps, loss of aircraft, injury or death. Supervisors are as accountable for employee mishaps due to alcohol-impaired judgment as for employee injuries resulting from failure to follow safety rules, practices and technical data.

1.5.1.1. Supervisors must know their workers and take immediate, appropriate, and corrective action whenever there is negative employee behavior. Signs indicating an employee is impaired and unable to work might be slurred speech, red eyes, failure to concentrate, sleepiness, instability on one's feet, overly talkative/quiet, flushed appearance, frequent trips to the restroom and water fountain, tardiness, etc. These, coupled with the odor of an alcoholic beverage, must never be ignored. Encourage co-workers to be on the lookout for these signs in others. The standard is to ensure a zero likelihood that an alcohol-impaired employee would report to work at the beginning of a shift or after a meal. Ensure this standard is upheld. Please refer questions to the Civilian Personnel Section.

1.6. Active Duty Urinalysis Testing

1.6.1. The random urinalysis inspection program provides that service members be randomly selected for urinalysis testing and ordered to report to the testing facility to provide a sample. The primary purpose of this testing is to determine and ensure the security, military fitness, and/or good order and discipline of the wing. It is also directed to determine and to ensure that the command is functioning properly, maintaining proper standards of readiness, and that personnel are present, fit, and ready for duty. These procedures are instituted IAW M.R.E. 313; *US. v. Patterson*, 39 M.J. 678 (N.M.C.M.R. 1993); *U.S. v. Danskam*, 31 M.J. 77

(C.M.A. 1990); *US. v. Bickel*, 30 M.J. 277 (C.M.A. 1990); *U. S. v. Moeller*, 30 M.J. 676 (A.F.C.M.R. 1990); and other appellate court decisions.

1.6.2. All members within the 436 AW who meet one or more of the criteria below will be required to submit to urinalysis testing as an "inspection" test. This is not to be confused with a "commander-directed urinalysis". The following members will be tested:

1.6.2.1. Personnel who have been randomly selected for urinalysis testing whose urine tests are reported by the drug testing laboratory as being positive for the presence of any illegal or unprescribed drug.

1.6.2.2. Personnel who have been randomly selected for urinalysis testing whose urine sample is determined to be "untestable" by the drug testing laboratory, or due to it not being received by the drug testing laboratory (e.g., lost, destroyed, etc.).

1.6.2.3. Personnel who are absent without leave for more than 8 hours.

1.6.3. Under the conditions noted above, the member will be ordered to undergo another urine test on the next available testing date after the Drug Demand Reduction Program Manager (or designee) receives the urinalysis test report for the initial test. If the member is on leave, TDY, crew rest, or otherwise unavailable for testing at the time the original test report is received, he or she will be ordered to report for testing at the first testing opportunity upon his/her return. The subsequent test is considered to be a continuation of the original inspection. If the subsequent test results fall within the parameters as noted above, the test will be repeated until such time as a negative result is received from the testing facility. All such retests are considered part of the original random inspection.

1.7. Intramural Sports Program Participation

1.7.1. IAW AFI 34-266, *Air Force Fitness and Sports Programs*, the 436 AW/CC has enacted the following policies for intramural participation.

1.7.1.1. Active duty members, full time guardsman and reservists assigned to base units, adult family members, and Department of Defense (DoD) civilians, including NAF employees, may participate with their unit of assignment.

1.7.1.2. DoD base contractor personnel, working full time on the installation and issued a common access card, are eligible to participate; however, they must play with the squadron within which their duties lie.

1.7.1.3. Active duty military personnel assigned to base units always have first priority in intramural sports participation. Active duty military personnel cannot be denied participation in lieu of other categories of customers listed above.

1.8. Civilian Employee Participation in Physical Activities

1.8.1. The Wing Commander has determined that health, wellness, and fitness activities meet the intent of AFI 36-815, *Absence and Leave*, Chapter 8. Supervisors may authorize excused absences for these kinds of activities for employee participation during duty hours without charge to the employee's leave or loss of pay. Participation in such activities is not an entitlement. Supervisors must only allow participation when it will not adversely affect their organization's ability to accomplish its assigned mission.

1.8.2. Civilian participation in physical fitness activities requires prior consent of the employee's primary care practitioner/doctor, and prior approval of the employee's second-level supervisor. This helps protect the Air Force against injury claims or harm to an employee whose health limits physical exertion. The Civilian Personnel Section EIM site identifies the specific rules of engagement and employee Memorandum of Understanding. Questions or issues not specifically defined in this instruction or on the EIM site should be discussed with a Civilian Personnel Section representative.

1.9. Priority Placement Program (PPP)

1.9.1. It is Department of Defense (DoD) policy to minimize the adverse effects on employees displaced by actions such as, but not limited to, reductions-in-force, base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function. The PPP is the primary means for implementing this policy throughout DoD. The PPP is an effective outplacement source used to make every effort to assure continued employment for displaced employees.

1.9.2. The PPP consists of several components, including the DoD Military Spouse Preference Program and the Reserve Component Military Technician Placement Program. The AF Human Resources community is responsible for administering the PPP and informing commanders, selecting officials or key managers of a potential placement for a displaced employee.

1.9.3. The 436 AW/CC supports the DoD PPP and expects all organizations to be equally committed and willing to accept qualified employees that have been displaced through no fault of their own. The local Civilian Personnel Section can be contacted with any questions.

1.10. Civilian Over Hire

1.10.1. The number of personnel the 436th Airlift Wing requires to accomplish its global mission must sometimes be augmented with civilian over hires. Requests and approval/disapproval for, as well as extensions of, civilian over hires will be documented using the Over Hire Request Worksheet, which can be found on the Civilian Personnel Section EIM site.

1.10.2. The Civilian Employment and Cost Management Committee (CECMC) will approve or disapprove requests using wing funds. Group Commanders and the Wing Director of Staff will approve or disapprove requests using reimbursable funds and will subsequently brief the CECMC.

1.10.3. Please refer questions to the Civilian Personnel Section, the Financial Management Office, or the Manpower Office.

1.11. Civilian Premium Pay (Overtime, Compensatory Time)

1.11.1. The Civilian Personnel Section EIM site identifies the approving authority and provides the rules to follow by requesting officials, resource managers, and time keepers. Squadron commanders are responsible for completing the Overtime, Holiday Premium Pay and Compensatory Time Self-Inspection Checklist quarterly to ensure compliance with AFI 36-802. Information concerning compensatory time off for travel is also available on the Civilian Personnel Section EIM site. Questions about this policy or issues not specifically defined should be discussed with a representative of the Civilian Personnel Section.

1.12. Eligible Authorized Customers at the DFAC

1.12.1. In accordance with AFI 34-239, *Food Service Management Program*, the following personnel are authorized usage of the Patterson Dining Facility: Essential Station Messing (ESM) card holders residing in the dormitories, enlisted members, retirees and their immediate family members (when accompanied by the retired sponsor) and those individuals authorized by the 436 AW/CC to meet mission requirements. Retired military personnel (with the exception of Law Enforcements Officers in uniform) and immediate family members will be authorized dine-in services only.

1.12.2. Additionally, Wing, Group, Squadron Commanders, Deputies, and officers assigned to the Force Support Squadron are authorized on an infrequent basis when conducting periodic evaluations to assess the quality of food and service provided.

1.13. Dover Air Force Base Honor Guard

1.13.1. The Dover Air Force Base Honor Guard's (DAFBHG) primary mission is to render military funeral honors to all Air Force active-duty, retirees, and veterans in accordance with AFI 34-242, *Mortuary Affairs Program*.

1.13.2. DAFBHG's area of responsibility is 12,245 sq. miles covering the entire state of Delaware, Maryland's Eastern Shore, New Jersey, and some counties in Pennsylvania.

1.13.3. Responsibilities:

1.13.3.1. The 436 AW/CC will:

1.13.3.1.1. Be responsible for the base Honor Guard program.

1.13.3.1.2. Determine the size of the Honor Guard unit.

1.13.3.1.3. Authorizes 436 FSS/CC to appoint an Honor Guard OIC from within the squadron.

1.13.3.1.4. Be the waiver authority for the provisions of this instruction.

1.13.3.2. The 436 FSS/CC will:

1.13.3.2.1. Act as liaison between the AMC point of contact (AMC/A1S) and local Honor Guard.

1.13.3.2.2. Manage the Honor Guard program for the 436 AW/CC.

1.13.3.2.3. Request man-day support for Air Reserve Component (ARC) augmentation.

1.13.3.3. The Honor Guard OIC shall:

1.13.3.3.1. Develop and manage the annual budget.

1.13.3.3.2. Ensure members are properly trained and equipped.

1.13.3.3.3. Act as liaison between base activities and the Honor Guard.

1.13.3.3.4. Appoint a full-time NCOIC to handle day-to-day operations.

1.13.3.3.5. Ensure online AF Funeral Honors Database is updated monthly with detail summaries.

1.13.4. Manning

1.13.4.1. Membership in the Honor Guard shall be completely voluntary as long as the total required number of volunteers can be maintained.

1.13.4.2. Manning requirements will be coordinated with the 436th AW/CCC as required. Target manning is 30 members during the summer months and 22 members all other months.

1.13.4.3. Prospective members should be of the highest quality representing the standards of military bearing, dress and appearance, behavior and attitude both on and off duty. Members will be assigned approximately an 18 week active “tour” with the base Honor Guard office serving as their official duty location. Members will serve an additional four week “inactive status” providing base reach back capability in the event the team is over tasked with mission requirements.

1.13.4.4. A pool of Lieutenants from across the 436 AW will fill in an “on-call status” to serve as OICs of Flight details rendering military funeral honors.

1.14. Senior Airman Below-The-Zone Program

1.14.1. Responsibilities:

1.14.1.1. The 436th Airlift Wing Commander (436 AW/CC), IAW AFI 36-2502, *Airmen Promotion/Demotion Program*, establishes written selection procedures that ensure the SrA BTZ program is fair, equitable, and provides timely promotion consideration.

1.14.1.2. The 436th Force Support Squadron/Military Personnel Section Career Development Element (436 FSS/FSMPD) is responsible for set up and implementation of the SrA BTZ Central Registry Board (CBB). The CBB is for small units with fewer than seven Airman First Class (A1C) eligible for the specified quarter.

1.14.1.3. Squadron Commanders of large units (with seven or more eligible A1Cs) are responsible for selection of nominees from their units. Large unit selection procedures will mirror the CBB selection procedures.

1.14.2. Program Objectives

1.14.2.1. The purpose for BTZ promotion is to provide exceptional A1Cs a one-time consideration for early promotion to SrA. Airmen selected for SrA BTZ should be those who have clearly demonstrated the potential for advancement and increased responsibility and are ready to move on to the next higher grade. Promotion will be effective six months prior to the fixed fully qualified phase point. Selection opportunity is 15 percent of the total time-in-grade (TIG) and time-in-service (TIS) eligible population of A1Cs.

1.14.2.2. Timelines:

1.14.2.2.1. A1Cs must meet the requirements in AFI 36-2502, Table 2.1., and have 36 months TIS and 20 months TIG, or 28 months TIG, whichever occurs first. Their commander must also recommend them. EXCEPTION: PAFSC skill level waivers are authorized in accordance with AFI 36-2502, Table 2.3. Combat Controller (CCT 1C2X1) and Para Rescue (PJ 1T2X1) 6 year enlistees are eligible for SrA BTZ consideration.

1.14.2.2.2. Other significant times are as follows:

Table 1.1. BTZ Timelines

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
JAN/FEB	MAR	APR-JUN
APR/MAY	JUN	JUL-SEP
JUL/AUG	SEP	OCT-DEC
OCT/NOV	DEC	JAN-MAR

1.14.2.3. 436 FSS/FSMPD will:

1.14.2.3.1. Identify eligible: Air Force Personnel Center (AFPC) via the MPS, Personnel Systems Management, provides an automatic quarterly end of month (EOM) output product to the MPS, Career Development Element, within the first 10 days of the first processing month (i.e., Jan, Apr, Jul, Oct). The roster identifies all AICs who meet or exceed the TIS and TIG requirements, regardless of promotion ineligibility conditions (e.g., on the control roster, PAFSC skill level too low, undergoing Article 15 suspended reduction, etc.). The output product produces an MPS alphabetical listing and a three-part unit listing.

1.14.2.3.2. Verify Eligibility: MPS Career Development Element will only verify the TIG and TIS requirements and does not consider normal promotion ineligibility conditions.

1.14.2.3.2.1. Individuals in student status or who are participating in the World Class Athlete Program are not eligible to compete for BTZ promotion at this time.

1.14.2.3.2.2. Individuals in Air Force Specialty Codes (AFSCs) 1C2X1 and 1T2X1 are eligible for BTZ consideration, provided they have obtained a 3 skill level and are recommended by their Unit Commander IAW AFI 36-2502, Para. 2.2.1.

1.14.2.3.3. Establish Quotas: Quotas are based on 15 percent of the total TIG and TIS eligible population, regardless of normal ineligibility conditions (remove students and World Class Athletes from the eligible population). The MPS determines quotas and the Chief, Manpower and Personnel Flight will approve the quotas before distribution to the units. Large units (seven or more eligible) receive quotas and promote at unit level. Small units (six or less eligible) are combined into one pool of eligible to form the CBB population.

1.14.2.3.3.1. Computation: Eligible multiplied by 15 percent equals the quota. Example: 13 eligible x 0.15=1.95, or 2 BTZ quotas. (Note: Fractions of 0.5 or more are rounded up)

Table 1.2. BTZ Computations

Eligible	Quota	Eligible	Quota
7-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10
NOTE: Units may not aggregate at the group level. Example: 436th Medical Group is divided into three units and each unit commander has promotion authority; therefore, they should not be considered by the group, but as individual units, and cannot be added together to make a large unit.			

1.14.2.3.4. Notify Units: Units are notified if they are a large or small unit as soon as possible, but not later than the second week of the first processing month.

1.14.2.3.5. BTZ eligibility of A1Cs receiving a permanent change of station (PCS). Determine the quarter the individual is BTZ eligible and ensure a BTZ selection folder is prepared prior to PCS departure date. This requires the MPS Career Development Element to coordinate on an AF Form 907, *Relocation Preparation Checklist*, for all A1Cs Passing. When a selection folder is not prepared prior to an individual's PCS departure date, the MPS must make every effort to obtain copies of the individual's EPRs and Enlisted SURF by contacting the gaining MPS, or the individual at their leave address.

1.14.3. Units will verify eligibility. Using the MPS listing, verify the eligibility of each individual to ensure they meet the TIG and TIS requirements for the current quarter. Only verify the TIG and TIS requirements and do not consider normal promotion ineligibility conditions. This will ensure that only those meeting the TIG and TIS requirements are considered and possibly prevent someone from being considered more than once for a SrA BTZ promotion. Remove those names exceeding or not meeting current quarter TIG and TIS requirements and determine if a previous quarter board in fact considered them. Do this by reviewing that quarter's roster if serviced by the current MPS, or contact the previous MPS. For individuals not considered during the quarter in which they met TIG and TIS eligibility, and are recommended by the commander, request supplemental BTZ consideration.

1.14.4. Enlisted Single Uniform Retrieval Format (SURF) Requirement:

1.14.4.1. Enlisted SURFs: An Enlisted SURF can be found in the members AMS account under the Personnel Information/My Career Brief/Consolidated SURF.

1.14.5. The following procedures are required to ensure fair, equitable, and timely BTZ consideration:

1.14.5.1. Instruct individuals to correct any erroneous data prior to the board convening date. Only provide individuals on Part III of the unit listing a Record Review Listing (RRL) if during review it is found the ineligible condition is invalid and the member later

becomes eligible. Supplemental consideration will not be given if incorrect data is reflected on the BTZ Report on Individual Personnel (RIP).

1.14.5.2. Units will consider all individuals meeting TIS and TIG requirements, even if they are on temporary duty (TDY), leave, a permanent change of assignment (PCA), or have a report not later than date (RNLTD) on or after the first day of the first processing month (i.e., Jan, Apr, Jul, and Oct) for that quarter's selections. All individuals appearing on the eligibility listing must be "considered." As stated earlier, this means the commander must review an Airman's EPR(s), their personnel record, personal information file (PIF), Unfavorable Information File (UIF) and discuss the consideration with the supervisor and chain of command before making a BTZ decision, to include if the Airman will meet a unit or base selection process. The MPS will verify BTZ eligibility of A1Cs departing PCS (determine the quarter the individual is BTZ eligible) and ensure a BTZ selection folder is prepared prior to PCS departure.

1.14.6. Selection Procedures: Selection will be based on information contained in the selection folder only; nominees will not physically meet a board.

1.14.6.1. The CBB or commander is not required to use all of the quotas if they feel early promotion is not warranted.

1.14.6.2. Large Unit Selection Procedures: Commanders of units with seven or more eligible are considered "large units" and will have their own quota of promotions to award. Large units will consider all A1Cs identified by the MPS as being eligible for promotion consideration to SrA BTZ. The MPS will provide commanders of large units with a list of all eligible A1Cs and suspense for identifying the selected airmen to be promoted. Commanders of large units are the promotion authority and their decision to promote is final. Large unit selection procedures will basically mirror the CBB selection procedures. A commander may request to send individuals to the CBB, rather than conducting a squadron board upon wing commander approval.

1.14.6.2.1. Large Unit Board Composition: Commanders of large units will convene a unit selection board. The board will consist of at least two Senior Non-Commissioned Officers (SNCOs) and a Chief Master Sergeant (CMSgt). If a CMSgt is unavailable, then another SNCO can be appointed instead. The board president will establish a time and place for the board to convene, and inform the Unit Commander of their nominations and selectees. Board members will evaluate each eligible Airman in the same manner as the CBB for small units.

1.14.6.2.2. Reporting Large Unit Board Results: Once selections are made, large Unit Commanders underline the name of the selectee(s), date, sign and return the BTZ eligibility listing to the MPS along with the SrA BTZ Results Letter and fitness score sheets, no later than the first duty day after the CBB has convened.

1.14.6.3. Small Unit CBB Nomination Procedures: Commanders of units with less than seven eligible are considered "small units" and will not earn their own quota of promotions to award. The MPS will provide Commanders of small units with a list of all eligible A1Cs.

1.14.6.3.1. Nomination Package: For each nominee selected to appear before the CBB, the Unit Commander will submit one copy of the AF Form 1206, *Nomination*

for Award. The nomination will be a maximum of 15 lines in length excluding headings. The AF Form 1206 (front side only) will be allowed with the mandatory nine lines of leadership and job performance, three lines of significant self-improvement efforts, and three lines of base/community involvement. Any AF Form 1206 submitted in the improper format will be returned to the unit for corrections by the final suspense date, if time permits. A current fitness score printout from Air Force Portal, and Enlisted SURF printout from AMS.

1.14.6.3.2. The Unit Commander will determine the method for the selecting his/her eligible(s) for the CBB (see note below). The commander must review the Airman's personnel record, fitness status, PIF; discuss consideration with the supervisor and chain of command, etc., before making a BTZ decision. It is recommended that the Commander utilize the board process to ensure a fair selection. If a board is convened, utilize the CBB selection procedures. There is no requirement to fill a quota just for the unit to be represented.

1.14.6.3.3. The MPS, Career Development Element, will ensure all nomination packages from units with eligible are received. If a unit is not going to nominate an individual, a negative reply is required.

1.14.7. Central Base Board Processes (Records only)

1.14.7.1. Board Composition: The CBB will be managed by the 436 AW/CCC. Per AFI36-2502, Career Development personnel will be appointed as a non-voting recorder will be appointed in the grade of E-5 or higher. This recorder will assist the board by ensuring records are provided, compiling minutes of the board, tabulating results of the board, and ensuring the board complies with directives. All members must act in the best interest of the Air Force and not for any particular group or squadron to determine those Airmen that have demonstrated the best potential for early advancement to SrA. Once appointed, board members will be committed to serve, unless excused by the Wing Commander or Command Chief.

1.14.7.1.1. Board Processing: Board members will receive the nomination packages no later than (NLT) the Friday prior to the board convening. This gives each member enough time to examine each package and determine their order-of-merit.

1.14.7.1.2. The board will spend the majority of their time examining the member's leadership, accomplishments and job performance that contribute significantly to increase mission effectiveness. They will also ascertain if the scope and level of responsibilities and the impact of the mission and unit is the quality of someone deserving higher rank.

1.14.7.1.3. In addition to job performance, board members may determine if the member has shown improvement in skills related to primary duties. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military member.

1.14.7.1.3.1. Finally, the board determines if an individual's base and community involvement contributed tangibly or intangibly to the military or civilian community's welfare, morale or status. **NOTE:** All A1Cs may not have the same opportunity to complete off-duty education or be heavily involved in the

community, so take into consideration AFSC training requirements, work schedules, and deployment rates when assessing education levels.

1.14.7.2. Selection Folder Scoring. The board members will look at the whole person concept and the individual's outstanding performance for their entire career when scoring their selection folder. Each nominee's leadership qualities, articulate and positive representation of the Air Force, and other accomplishments are evaluated based on the facts contained in the AF Form 1206 and enlisted SURF compared with others eligible.

1.14.7.2.1. Board members will use a numerical scoring system to help determine their order-of-merit for the eligible Airmen on the "SrA BTZ Board Selection Folder Score Worksheet" prior to the board convening. The three categories to be scored are: Leadership and Job Performance, Significant Self-Improvement and Education, and Base and Community Involvement. Scoring for each category will be done in half point increments only. Once the board member scores the packages, he/she will rank-order the nominees. Once the board convenes, each voting member will provide their order-of-merit to the board president or recorder.

1.14.7.2.1.1. Leadership and Job Performance: Nominees must have 9 bullets in this area, heading not included. Examine the Airman's leadership accomplishments, job performance, acceptance of responsibility, process improvement, unusual jobs or key additional duties, job effectiveness, knowledge, and support of deploying operations, etc., that contributed significantly to increase mission effectiveness. The goal in this area is to identify actions, initiative, and results that clearly demonstrate the individual's outstanding performance. Ascertain if the scope and level of responsibilities and the impact of the mission and unit is the quality of someone deserving higher rank. Also, determine the individual's ranking among their own peers and awards received, such as quarterly and annual awards (Base Level or Higher). Keep in mind their contributions towards unit awards as well.

1.14.7.2.1.2. Significant Self-Improvement and Education: Nominees must have 3 bullets in this area, heading not included. This area illustrates broadening, diversity, and efforts towards advancing capability. Determine if the Airman has shown improvement in skills related to primary duties, such as formal training, Career Development Course (CDC) enrollment or completion, On-the-Job training, certifications, or off-duty education related to primary duties. Look for CDC score information indicating member obtained a 90 and over percentile on their end-of-course exam. Also, determine if the member's training or activities, to include any off-duty education, have significantly enhanced the member's value as a military member.

1.14.7.2.1.3. Base and Community Involvement: Nominees must have 3 bullets in this area, heading not included. This area highlights the individual's involvement in any number of activities in their units, wings, and local communities. Place emphasis on those activities directly impacting the mission of DAFB (e.g., Base Honor Guard, Airmen's Council, Base Sponsor Programs, etc.). Individual's commitment level and personal sacrifice are key factors in evaluating this area.

1.14.7.3. Establishing the final outline: The total score will be given to the board president and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking numbers of all the voting members (i.e., someone ranked by the board members as #1, #2, #1, #4, #2, #1 will receive a total score of 11). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the "SrA BTZ Selection Board President Score Worksheet." In the event of two or more members have the same overall score; the board president will break the tie.

1.14.7.3.1. Scoring Disparity: Board President may address significant disparity in scoring. For example, majority of the board are within an acceptable range (#1, #2, #1, #3) and one voting member ranks an individual as their #8. The president will lead an open discussion until the board members understand the disparity. If the disparity significantly affects the order-of-merit, then that record should be re-scored. If the board member(s) cannot resolve the disagreement, then the president will provide detailed information in the board report summarizing why the board members could not resolve the disparity.

1.14.8. Reporting Board Results: The board recorder will tabulate the results of the CBB and prepare the SrA BTZ Promotion Central Base Board Results Letter signed by the Board President and endorsed by the 436 AW/CC, as the approval authority. Included with the summary will be the list of board members and order-of-merit (identifying total score and select/non-select status). SrA BTZ Large Unit Board selectees are included on a separate letter addressed to the 436 AW/CC for information purposes only.

1.14.9. Promotion Notification Release Procedures: The names of selectees for the CBB will not be released until approved by the Wing Commander. The Squadron Commander of large units will announce their selectees only after the Wing Commander has approved CBB selections. Once CBB results have been approved and signed, the 436 FSS/CC will provide a copy of the select list to group commanders and squadron commanders via e-mail.

1.14.9.1. The MPS will update the personnel records of each selectee.

1.14.10. Supplemental BTZ Consideration. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error was not discovered until after promotions were announced. After obtaining the unit commander's recommendation, the MPS will forward the supplemental request to Headquarters (HQ), Air Force Personnel Center, Directorate of Personnel Program Management, Airman Promotions Branch (HQ AFPC/DPSOE), for consideration. If selected, members may apply for a retroactive change to their effective date according to AFI 36-2502, para 1.13.

1.14.10.1. Supplemental consideration will not be given for incorrect data reflected on the BTZ RIP or for individuals who are denied BTZ nomination due to incorrect data reflected on the BTZ output products. It is the individual's, supervisor's, and Commander's responsibility to ensure an individual has been properly identified as eligible, and most importantly, ensure the data on the BTZ RIP is accurate and complete.

1.14.10.2. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders may

consider the Airman and adjust selection accordingly (this does not apply to Airmen who are gained and it has been determined they were not considered by their losing base). The CBB will reconvene to consider small unit eligible and selections will then be adjusted accordingly. If discovered after selections are announced, supplemental promotion consideration procedures apply. Adjustments will not be made to the gaining unit/base quota, if the error is discovered for an individual that should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced their selection, the gaining base (if Unit Commander recommends) will request supplemental consideration.

1.14.11. Alternates/first non-selectee procedures: Alternates/first non-selectee of the CBB or large unit board is selected in the event a selectee is removed before the effective date, due to an ineligibility condition (AFI 36-2502, Table 1.1.) or infractions committed after selection.

1.15. Recognition Program

1.15.1. Objectives:

- 1.15.1.1. Create a fair and equitable process to recognize outstanding 436 AW personnel.
- 1.15.1.2. Enhance base morale.
- 1.15.1.3. Publicize examples of outstanding performers.

1.15.2. Responsibilities:

1.15.2.1. 436 AW/CC responsibilities:

- 1.15.2.1.1. Ensures overall compliance with the objectives of this instruction and is the final approving authority.

1.15.2.2. 436 AW/CCC responsibilities:

- 1.15.2.2.1. Exercises oversight of this program for 436 AW/CC. Acts as program manager for enlisted and CGO categories.
- 1.15.2.2.2. Ensures award elements (plaques/trophies) are prepared for each Wing winner by the day of the ceremony.
- 1.15.2.2.3. Notifies all Groups of package suspense dates for enlisted and CGO packages.
- 1.15.2.2.4. Collects all Group nomination packages and ensures packages contain all necessary documents.
- 1.15.2.2.5. Schedules and makes all arrangements for conducting enlisted and CGO awards boards.
- 1.15.2.2.6. Tasks Groups for board members that meet the rank requirements listed in the charts below. Board composition will consist of one president and four board members. If possible, there will be one board member from each Group and the Wing staff.

Table 1.3. Board Composition

<i>Quarterly Recognition Board Composition</i>		
<i>Board</i>	<i>President</i>	<i>Members</i>
<i>Sr. CGO</i>	<i>AW/CV or DS</i>	<i>Lt Col or Maj</i>
<i>Jr. CGO</i>	<i>AW/CV or DS</i>	<i>Lt Col or Maj</i>
<i>SNCO</i>	<i>AW/CCM</i>	<i>Group Superintendents (or Designated Representative)</i>
<i>NCO</i>	<i>Group Supt.</i>	<i>SMSgt or MSgt</i>
<i>AMN</i>	<i>Group Supt.</i>	<i>SMSgt or MSgt</i>
<i>Annual Recognition Board Composition</i>		
<i>Board</i>	<i>President</i>	<i>Members</i>
<i>Sr. CGO</i>	<i>AW/CV or DS</i>	<i>Lt Col or Maj</i>
<i>Jr. CGO</i>	<i>AW/CV or DS</i>	<i>Lt Col or Maj</i>
<i>SNCO</i>	<i>AW/CCM</i>	<i>Group Superintendents (or Designated Representative)</i>
<i>NCO</i>	<i>AW/CCM</i>	<i>Group Superintendents (or Designated Representative)</i>
<i>AMN</i>	<i>AW/CCM</i>	<i>Group Superintendents (or Designated Representative)</i>
<i>1st SGT</i>	<i>AW/CCM</i>	<i>Group Superintendents (or Designated Representative)</i>

1.15.2.2.7. All annual AMN/NCO/SNCO and 1st SSgt nominees are required to meet Wing boards in person unless member is deployed. All quarterly boards are package review only. Ensures Groups/Squadrons make every effort to have representative nominees available to meet the Wing board.

1.15.2.2.8. Forwards Group CGO award packages to 436 AW/CV or DS for selection of Wing winner.

1.15.2.2.9. Forwards enlisted/CGO/civilian board results to 436 AW/CC for approval.

1.15.2.3. 436 AW/DS responsibilities:

1.15.2.3.1. Ensures each CGO board consists of five board members, with one representative from each Group and the Wing staff.

1.15.2.3.2. Forwards CGO board results to 436 AW/CCC for inclusion in results to 436 AW/CC as stated in paragraph 1.15.2.2.1.

1.15.2.4. Civilian Personnel Section responsibilities:

1.15.2.4.1. Administer the awards program for all appropriated fund (APF) civilian awards.

- 1.15.2.4.2. Notify all Groups and Wing Staff of suspense dates for civilian nomination packages. Collect nominations on AF IMT Form 1206, *Nomination Award* for Wing level quarterly and annual awards.
- 1.15.2.4.3. Review nomination packages for accuracy and provide Category I and II nomination packages to each Incentive Awards Committee member for review. Category III annual nomination packages are provided to the Wing and Group Commanders.
- 1.15.2.4.4. Receive and calculate/tally the scores from individual Incentive Award Committee members and/or Wing/Group Commanders. Determine award winners. Prepare minutes.
- 1.15.2.4.5. Notify Wing Staff of award winners to be announced at appropriate Wing Awards Ceremony. Provide 436 AW/CCC a copy of all nominations packages and score sheets for inclusion in results to 436 AW/CC as stated in paragraph 1.15.2.1.1.
- 1.15.2.4.6. The Wing level APF quarterly and annual award options, as approved by the Civilian Employment and Cost Management Committee (CECMC), are as follows:
 - 1.15.2.4.6.1. Wing-level quarterly award winners may choose a \$200.00 Notable Achievement Award (NAA) or an 8-hour Time Off Incentive Award (TOIA).
 - 1.15.2.4.6.2. Wing-level annual award winners may choose a \$400.00 NAA or a 16-hour TOIA.
- 1.15.2.4.7. Notify winners' supervisors of award options and obtain appropriate Request for Personnel Action (RPA) for NAA or TOIA.
- 1.15.2.4.8. Normally, annual award winners are nominated for the AMC Outstanding Civilian of the Year.
- 1.15.2.5. Civilian Incentive Awards Committee responsibilities:
 - 1.15.2.5.1. Incentive Awards Committee will consist of the following members: one representative and one alternate (military or civilian) from each of the 436 AW Groups, Wing Staff, one representative from AFGE Local 1709, and the 436 AW/CCE who serves as chairperson (and votes only when needed to break ties).
 - 1.15.2.5.2. The committee reviews and scores nomination packages for Category I and II nominees. Individual Incentive Awards Committee members provide scores to the Civilian Personnel Section.
- 1.15.2.6. Group Commanders, Director of Staff, and Base Honor Guard responsibilities:
 - 1.15.2.6.1. Establish procedures to select their Group winners. One nominee per category may be submitted for Wing-level award consideration. The Base Honor Guard will select one nominee from each of the three flights to compete for Honor Guard Member of the Quarter/Year.
 - 1.15.2.6.2. Submit winning packages to 436 AW/CCC for military nominations or to 436 -FSS/FSMC for civilian nominations NLT the date specified for each award period.

- 1.15.2.6.3. Ensure Squadron Commanders conduct a thorough quality force review; i.e., nominee does not have an open unfavorable information file, is not on the control roster or is within standards of the AF Fitness program and no other adverse action has been taken or is pending on the member during this period.
- 1.15.2.6.4. All achievements listed on the AF IMT 1206 occurred during the inclusive period. Information listed on the AF IMT 1206 which did not occur during the inclusive time period, if included, will not be scored. Accomplishments from previous assignments may be included as long as they occurred during the calendar period of the award.
- 1.15.2.6.5. Notify 436 AW/CCC in cases where an individual is unable to meet the Wing-level board due to TDY, emergency leave, or illness.
- 1.15.2.7. Wing Board President responsibilities:
 - 1.15.2.7.1. Convenes appropriate board at designated time and location established by 436 AW/CCC.
 - 1.15.2.7.2. Ensures strict adherence to board member guidance and fair scoring of all packages (see paragraph 28.5.).
 - 1.15.2.7.3. Ensures accurate recording of scores identifies proposed winners, breaks any ties which may occur, and forwards board recommendation to 436 AW/CCC immediately following the board.
- 1.15.2.8. Public Affairs responsibilities:
 - 1.15.2.8.1. Supports all squadrons by appropriately recognizing all quarterly and annual awards winners through base newspaper articles, Facebook posts, or any other form of media, when provided articles and information from the member's squadron/unit.
- 1.15.3. Nominee Eligibility:
 - 1.15.3.1. Military nominees:
 - 1.15.3.1.1. Individuals will compete in the grade they held for 46 or more days during the quarterly award period, 181 or more days during the annual award period.
 - 1.15.3.1.2. Groups eligible to compete are 436 OG, 436 MSG, 436 MXG, 436 MDG, and 436 AW Staff.
 - 1.15.3.1.3. First sergeants must serve in the position of first sergeant for at least 6 months to be eligible for First Sergeant of the Year.
 - 1.15.3.1.4. Honor Guard members must serve on the Honor Guard for one full rotation of 120 days to be eligible for Honor Guard member of the Year.
 - 1.15.3.1.5. Wing annual award nominees are not limited to only previous Wing quarterly award winners.
 - 1.15.3.2. Civilian nominees:
 - 1.15.3.2.1. Quarterly:
 - 1.15.3.2.1.1. Appropriated fund (APF) civilian employees may compete for

quarterly awards under this instruction provided they have worked in AMC throughout the award period (quarter).

1.15.3.2.1.2. Cannot have any performance or disciplinary action pending.

1.15.3.2.2. Annual:

1.15.3.2.2.1. APF and Non-appropriated fund (NAF) civilian employees may compete for annual awards under this instruction provided they have worked in AMC throughout the award period (January-December).

1.15.3.2.2.2. Cannot have any performance or disciplinary action pending.

1.15.3.2.2.3. All civilian nominees for annual awards must have received an acceptable performance rating during the award period (January-December)

1.15.3.2.3. Groups eligible to compete are 436 OG, 436 MSG, 436 MXG, 436 MDG, and 436 AW Staff.

1.15.3.2.4. Wing annual award nominees are not limited to only previous Wing quarterly award winners.

1.15.4. Quarterly/Annual Award Categories:

1.15.4.1. Officer:

1.15.4.1.1. 0-3 for Sr. CGO

1.15.4.1.2. 0-1 through 0-2 for Jr. CGO

1.15.4.2. Enlisted:

1.15.4.2.1. E-7 through E-8 for SNCO

1.15.4.2.2. E-5 through E-6 for NCO

1.15.4.2.3. E-1 through E-4 for Airman

1.15.4.2.4. E-1 through E-8 for Honor Guard

1.15.4.2.5. E-7 through E-8, with AFSC 8F000, for First Sergeant of the Year

1.15.4.3. Civilian:

1.15.4.3.1. Category I – includes all employees in grades GS/WG/WL-01 through 08, NA/NL/NS-01 through 08, CY-01 through 05, and NF-I and II. Each Group and the 436 AW Staff may submit one nominee. (**NOTE:** Category I APF employees compete for quarterly and annual awards. Category I NAF employees compete only for annual awards under this instruction.)

1.15.4.3.2. Category II – includes all employees in grades GS-09 through GS-12, WS-01 through WS-12, WG/WL-09 and above, and NA-09 and above, NL/NS-09 through 12, and NF-III and IV. Each Group and the 436 AW Staff may submit one nominee. (**NOTE:** Category II APF employees compete for quarterly and annual awards. Category II NAF employees compete only for annual awards under this instruction.)

1.15.4.3.3. Category III – includes all employees in grades GS/WS/NL/NS-13 and above, and NF-V and above. Each Group and the 436 AW Staff may submit one nominee. (**NOTE:** Category III APF employees only compete for annual awards. Category III NAF employees compete only for annual awards under this instruction.)

1.15.5. Board Procedures for Military Members:

1.15.5.1. Nominees are required to meet Wing annual recognition boards in person. Wing quarterly boards will score package only.

1.15.5.2. Board members will score each nominee's package. Consider the whole person. Board members must break all ties and rank order each of the nominees 1, 2, 3, 4 and 5.

1.15.5.2.1. The maximum number of points for a nominee's package is 34 points. Each nominee's package is comprised of 6 "leadership and job performance" bullets, 2 "significant self-improvement" bullets and 2 "base and community involvement" bullets.

1.15.5.2.1.1. The maximum number of points for "leadership and job performance" is 24 points (70%).

1.15.5.2.1.1.1. Each bullet under "leadership and job performance" is worth a maximum of 4 points.

1.15.5.2.1.2. The maximum number of points for "significant self-improvement" is 5 points (15%).

1.15.5.2.1.2.1. Each bullet under "significant self-improvement" is worth a maximum of 2.5 points.

1.15.5.2.1.3. The maximum number of points for "base and community involvement" is 5 points (15%).

1.15.5.2.1.3.1. Each bullet under "base and community involvement" is worth a maximum of 2.5 points.

1.15.5.3. The proposed winners will be determined by tallying each board member's final rank order for each nominee with the low score being the winner. The board president will break any ties.

1.16. Dormitory Building of the Quarter

1.16.1. AFI 32-6005, Unaccompanied Housing Management, states that improving Quality of Life (QoL) for all residents is a goal of the Dormitory Council. In order to provide greater opportunities for these initiatives, a competition will be held quarterly between the individual dormitory buildings. A prize of \$1500 to be spent on QoL improvements will be awarded to the winning building (funding provided by 436 CES to the Airmen Dormitory Leader's GPC account). Each dormitory building will be judged on the following criteria, taking the age of facilities into account:

1.16.1.1. Overall grounds appearance.

1.16.1.2. Overall day room/common area appearance.

1.16.1.3. One random room from each floor, for a total of three rooms inspected.

1.16.2. The judging panel will be made up of the Command Chief, the Group Superintendents or a representative from each Group (MXG, MSG, OG, MDG and WSA), and the Dormitory Superintendent.

1.16.3. Once a winner is declared, the ADL office will contact the Dormitory Council for that building to determine what QoL improvements they would like.

1.16.3.1. QoL requests must stay within GPC and safety, health, and/or security restrictions as required by Dover AFB.

1.16.3.2. QoL ideas must be of a permanent or semi-permanent nature, and must be available to all residents of the winning building.

1.16.3.3. Once suitable QoL improvements are determined, the ADL GPC holder will make all arrangements for purchasing the item(s) in question.

1.16.3.4. After being obtained, the item(s) will become dormitory property and will be maintained by the ADL staff and Bay Orderlies as required.

1.17. Dress and Appearance for Military Members

1.17.1. The Sage Green Fleece is authorized to be worn indoors as mission needs dictate.

1.17.2. The Sage Green Watch Cap may be worn only when wearing ABU authorized outer garments or physical training uniform.

1.17.3. The Black Watch Cap may be worn only when wearing authorized outer garments, service dress, or physical training uniform.

1.17.4. Solid black or dark blue baseball/sport cap are authorized with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized PT; also authorized during individual PT but caps are to be worn outdoors only.

1.17.5. The patio area located at Mulligan's Sports Bar & Grill and The Landings are designated "no hat/no salute" areas.

1.18. Base Barment

1.18.1. When an individual's presence on Dover Air Force Base would be prejudicial to the good order and discipline of the installation, the 436 AW/CC will direct the individual's barment from base. When a significant offense occurs, Security Forces will immediately notify the on-call Staff Judge Advocate (SJA) for advice on barment action. If the SJA advises barment action is appropriate, contact 436 AW/CC to request barment. If approved, a completed pre-signed preliminary barment letter will be immediately issued to the offender. Security Forces Reports and Analysis will subsequently staff a barment package containing the incident report and preliminary barment letter to 436 AW/CC through the SJA for final approval and signature.

1.18.2. All barment packages for Dover AFB will be initiated and staffed by the Security Forces Reports and Analysis section upon 436 AW/CC approval. This is to maintain continuity and ensure individuals are added to the base barment roster at the installation entry control points.

1.18.3. Barment action may be taken on civilians, dependents, and military personnel not assigned to Dover AFB. Barment action will not be taken against active duty personnel assigned to Dover Air Force Base except as deemed appropriate pursuant to discharge or separation. Personnel authorized medical treatment on Dover Air Force Base may be barred from the installation but will be granted access to medical facilities in accordance with directions prescribed in their barment letter.

1.18.4. Examples of crimes or offenses for which a person will be barred include assault, serious traffic offenses, sex and drug offenses, weapons law violations, larceny, vandalism, shoplifting, or any other offense of a similar nature prejudicial to the good order and discipline of the base. When considering barment, refer to the Barment Matrix for a more comprehensive list of violations and barment periods. Severe offenses not covered on the matrix will be considered on a case by case basis.

1.18.5. Address questions pertaining to barment action to the 436 Security Forces Squadron, Reports and Analysis Section.

1.19. DCPDS Position Hierarchy Maintenance Tool

1.19.1. Responsibility must be assigned to someone in the Squadron CSS. If a Squadron does not have a CSS, the Squadron must tell the Civilian Personnel Officer who will have these duties outside the CSS. If the squadron has a CSS but would like the responsibility to be assigned outside the CSS, the Squadron must get approval from the Civilian Personnel Officer.

1.19.2. All appointments must be on an appointment letter in ALMT.

1.20. Tee-Time Policy

1.20.1. The 436 AW/CC delegates the authority to approve golf tee times to the MSG/CC.

1.20.2. This delegation is consistent with the direction in AFI 34-116, para 4.3, that states "The Golf Course Operations Chief develops tee-time policies for the approval of the Installation Commander."

1.21. Use of Special Morale and Welfare (SM&W) Non-Appropriated Funds

1.21.1. All Special Morale & Welfare (SM&W) expenditures must be conservative, in the best interest of the Air Force, benefit the military community and not be limited to specific grades or levels of personnel. This delegation is consistent with AFI 34-201, Use of Nonappropriated Funds, pg 45 para.12.1.

1.21.2. The MWR fund is generated by revenue from FSS Activities and AAFES dividends. SM&W fund use is authorized as long as the fund is considered "healthy". The 436 AW/CC has the option to terminate SM&W expenditures when the acid test ratio drops below 1.50:1.

1.21.3. To protect the long-term viability of the MWR fund, the authorized SM&W expenditures for Dover Air Force Base are as follows:

a. Promotion ceremonies:

(1) Individual Ceremony, NTE \$30.00; \$75.00 for group of 3 or more.

b. Welcome and orientation functions - NTE \$2.00 per attendee

c. Commander's Call (one per year):

- (1) Squadron/Flight, NTE \$100.00 *Flight Commander's Calls only authorized if Commander has been appointed on G-Series orders*
- (2) Group, NTE \$150.00
- (3) Wing, NTE \$300.00

d. Change of Command ceremonies:

- (1) Squadron Commander, NTE \$200.00
- (2) Group Commander, NTE \$400.00
- (3) Wing Commander, NTE \$500.00

e. Memorial Observances: Death of military member or civilian employee of that organization, flowers and wreaths NTE \$50.00 or a donation NTE \$50.00, in lieu of flowers or wreath

f. Patriotic (such as July 4), National (such as Veterans' Day), flowers and wreaths NTE \$100.00, light refreshments, \$2.00 per attendee, NTE \$500.00

g. Hosting Distinguished Visitors (see waiver letter dated 28 Nov 2012):

- (1) Light refreshments NTE \$2.00 per person
- (2) Welcome basket NTE \$12.00
- (3) Protocol inventory/stock for Dignified Transfer DV's

h. Any exceptions to the above, the requestor will submit justification thru FSS for Wing Commander approval

1.21.4. Approval for use of SM&W Funds must be obtained in advance of the event. Funding requests must be submitted using AMC IMT Form 37 at least 10 working days prior to the event. Requests received within 10 working days run the risk of not being approved prior to event date, reimbursement will not be authorized. Requests received after the event date will not be processed for approval/reimbursement. After the event, original receipts must be turned into 436 FSS/FSR within 5 days for reimbursement.

1.21.5. For the purpose of SM&W Fund support, light refreshments are defined as nonalcoholic beverages and finger foods such as desserts and snacks. Alcoholic beverages of any kind, meals, buffets, banquets, smorgasbords, and heavy hors d'oeuvres are not authorized. The authorized amount includes the purchase of paper products and plastic utensils for services purposes. Tablecloths are not authorized. Taxes are not authorized to be paid with SM&W Funds.

1.21.6. The POC for additional information or questions concerning appropriate use of SM&W funds is the NAF OA, Ms. Lynn UTZ.

Chapter 2

SAFETY AND SECURITY

2.1. Culture of Safety

2.1.1. Airmen, civilians, and their families remain the Air Force's most precious resource and taking care of them is a top priority. Safety is a critical element to this commitment. As Team Dover executes its demanding mission, it is crucial to establish a solid foundation centered on sound risk management principles.

2.1.2. Managing risk across dynamic and diverse mission areas does not just happen; rather it is the product of two interdependent pillars: organizational safety processes and individual responsibility. Degradation of either threatens the whole.

2.1.3. As an organization, the safety infrastructure is well established and mature processes are maintained to continually review and strengthen this framework. It is the responsibility of commanders to ensure every member of Team Dover is provided the guidance, equipment and training to ensure safety both on and off the job. Commanders and supervisors, at every level are expected to take immediate and decisive action for the safety and well-being of Team Dover.

2.1.4. The second pillar is individual responsibility. Organizational processes ensure people are knowledgeable of, and adequately equipped to fulfill, their roles and responsibilities. Willful noncompliance with safety standards, on- or off-duty, is a breach of good order and discipline. Supervisors will clearly articulate high expectations concerning every member's personal responsibility for their own safety. Holding people accountable closes the loop in organizational safety processes.

2.2. High Risk Activity

2.2.1. Every Airman is needed to accomplish the demanding global mission and protecting personnel remains the highest priority.

2.2.2. Military personnel who participate in high risk activities must inform their supervisor, complete the Dover AFB High Risk Activity Worksheet (may be found on the Wing Ground Safety EIM site in the High Risk Activity folder), and present a briefing to their commander detailing their personal risk mitigation measures. Commanders will make the final determination if participants are adequately trained and have employed all available risk mitigation steps prior to participating in any high-risk activities.

2.3. Operational Security Critical Information

2.3.1. Unit OPSEC coordinators are to brief new arrivals on the importance of properly protecting this information. The responsibility to protect this information rests with each individual assigned to Dover AFB. The 436 AW cannot afford lapses in operational security that jeopardizes the lives and resources within this command.

2.4. Operational Security Countermeasures

2.4.1. Military adversaries, criminals, terrorists and others continually seek to exploit our information vulnerabilities. Application of operations security (OPSEC) countermeasures is

essential to the protection of our critical information. (Ref: 436 AW Critical Information List located at <https://eim.amc.af.mil/org/436awxp/opsec/default.aspx>).

2.4.2. To counter those who wish to exploit our vulnerabilities, the 436 AW/CC directs the following procedures:

2.4.2.1. Information transmitted verbally, electronically or textually will be restricted to personnel possessing a “need-to-know.” All personnel will protect personal information IAW the Privacy Act of 1974, DoD 5400.11-R, DoD Privacy Act Program and AFI 33-332 (specifically para 1.1.11.4), Air Force Privacy and Civil Liberties Program. Failure to comply could result in punishment under Article 92 of the UCMJ or civil equivalent. If Privacy Act, PII, FOUO or Critical Information must be transmitted via email, DOD Public Key Infrastructure encryption will be used. In the event that a Contractor or off-base agency requests any of the above information, contact the 436 AW OPSEC Program Managers.

2.4.2.2. 100% Shred Policy: All internally generated office paperwork, which is not publicly available, regardless of classification, must be shredded prior to being recycled. Shredders should be readily available for use within the unit.

2.4.2.3. Secure all electronic communication devices prior to sensitive or classified briefings. Devices must remain outside briefing rooms for the duration of the briefings.

2.4.2.4. Commanders, OPSEC POCs and web page monitors at all levels will conduct OPSEC reviews prior to publishing data on any website, public or NIPRNET. Units will also conduct annual reviews of shared drives to ensure only necessary data is retained. All unnecessary data will be filed IAW unit established records disposition schedule. Access to files containing Privacy Act, PII, FOUO or Critical Information, including Access Database files on network shared drives will be limited to individuals that have an official valid “need-to-know.” File and information access will be controlled using strict network drive and EIM site permissions, and password protection may be added as an additional layer of protection.

2.4.2.5. Personnel should verify the credentials of any unfamiliar person entering non-public facilities (mission essential, restricted, controlled entry areas, etc.).

2.4.2.6. OPSEC and the efforts to protect critical information must be taken seriously. Direct any questions to 436 AW OPSEC Program Managers.

2.5. Civic Leader Use and Eligibility

2.5.1. In accordance with AFI 34-262, *Services Programs and Use Eligibility*, the Wing Commander authorizes extension of invitations to leaders in the local community designated on the Dover Air Force Base Civic Leaders list. These invitations permit unescorted access to Dover AFB to utilize Eagle Creek Golf Course on a self-directed and reoccurring basis. Use of the Eagle Creek Golf Course will be on a space available basis. These newly authorized personnel cannot displace other authorized users with higher priority and will pay established guest fees.

2.5.2. These personnel will be authorized to enter Dover AFB. They will also be permitted to sponsor up to four guests accompanying them to the golf course, but will need to obtain a

temporary visitor pass at the 436 SFS Visitor Center following normal established procedures.

2.6. Motorcycle Safety Program

2.6.1. Over the past decade, the Air Force has lost more Airmen to motorcycle mishaps than in combat and more than 2,000 members have lost duty time to injuries sustained in motorcycle mishaps. Additionally, safety analysis reveals the underlying cause of most mishaps has been a lack of proficiency and faulty situational assessment.

2.6.2. Commanders must be thoroughly involved with their unit motorcycle safety program as preventable accidents and injuries reduce force readiness and negatively affect mission accomplishment. Squadron commander's initial motorcycle safety briefing will be documented utilizing the AMC Form 91 or equivalent.

2.6.3. All active duty military motorcycle riders assigned to Dover AFB must attend and complete a Motorcycle Safety Foundation (MSF) course before operating a motorcycle. MSF courses consist of either the Basic Riders Course (BRC) or the Basic Riders Course II (BRC II).

2.6.4. Additionally, all active duty military members who own or operate a sport bike must complete an approved sport bike training course. The goal is to provide riders with the opportunity to further refine their riding strategies and skills, thereby reducing the risk associated with operating a sport bike. If sport bike riders have fulfilled the requirements of Paragraph 3 above, they may operate their motorcycles while awaiting a sport bike training class. All sport bike riders must attend the sport bike training course within 30 days of purchasing a new sport bike, in-processing the base, or upgrading sport bike in engine size by 200cc or more. Individuals who fail the sport bike training are required to retake the course within 30 days of the failure. The Wing Safety Office retains final authority in determining the definition of a sport bike.

2.6.5. To ensure training compliance, each military rider must have these requirements validated, in writing, by the Wing Safety Office. Once this is accomplished, members may then obtain a training certification card from the Dover AFB Visitor Center. This card must be presented, along with the member's identification card, when entering the installation.

2.6.6. We must all take a proactive role in motorcycle safety in order to protect our valuable Dover teammates. Training, discipline, and mentorship are absolutely key to this program and will help ensure the safe attitudes and practices so essential to success. This policy supersedes all others on the same subject and is in addition to the requirements of DoDI 6055.04, AFI 91-207, and the AMC supplement to AFI 91-207.

2.7. Mandatory Bulletin Board Postings

2.7.1. All bulletin boards will be updated on a monthly basis to ensure that only current policy letters and flyers containing current personnel names and pictures are displayed.

2.7.2. At a minimum, the policy letters and posters will be displayed in high traffic areas, such as squadron administration and break areas.

2.7.3. The minimum list and all of the letters can be located on EIM using the following URL:

<https://eim.amc.af.mil/org/436aw/Wing%20Policies/Forms/AllItems.aspx?RootFolder=%2F>

org%2F436aw%2FWing%20Policies%2FMandatory%20Bulletin%20Board%20Posting%2C%20dtd%206%20May%2013&FolderCTID=0x012000D9AFD885853B1B41811BD321F06CF700&View={1A9B6E2E-922E-4D16-B701-F8685729C713}

2.8. Fuel-Powered Forklifts Parked Inside Building 550

2.8.1. In order to maintain compliance with AFI 91-203, paragraphs 35.2.1.1 – 35.2.1.6 and 35.2.3 – 35.2.3.4, *Air Force Consolidated Occupational Safety Instruction*, the 436th Aerial Port Squadron is approved to park diesel and/or propane-powered forklifts inside building 550.

2.8.1.1. The following forklifts will be parked within designated and marked parking spaces.

2.8.1.1.1. 8 4K Propane Forklifts.

2.8.1.1.2. 6 10K Standard Forklifts.

2.9. Combating Trafficking in Persons (CTIP)

2.9.1. Trafficking in Persons (TIP) is the second largest criminal activity in the world, only after drug trafficking. TIP is defined as the recruitment, transportation, transfer, harboring or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation. TIP is a grave violation of human rights and a worldwide criminal threat to security, civil rights, and stability as well as a direct threat to our national foreign policy goals. Due to the seriousness of the crime, the egregious results in terms of human tragedy, and the disabling impact on our military readiness, the DoD has established a “zero tolerance” for trafficking in persons.

2.9.1.1. AFF 36-2921, Combating Trafficking in Persons (CTIP) establishes DOD policy on CTIP. This instruction requires all military members and DoD civilians to complete general awareness training annually. Although this training is not mandatory for contractors they are encouraged to complete the training for awareness purposes.

2.9.1.2. Military members and DoD civilians can complete this annual requirement through ADLS, <https://golearn.csd.disa.mil> by completing the Human Relations module under Total Force Awareness Training.

2.9.2. The 436 AW/CC fully endorse the AF’s “zero tolerance” for TIP and expect all personnel associated with Dover AFB to be vigilant of the negative impacts TIP could have on our base and/or Wing’s readiness and professional climate. All personnel must identify and report suspicious behavior that may indicate TIP activities to your chain of command, Security Forces at 677-6666, AFOSI at 677-6920, Inspector General at 677-4048, or the Wing CTIP monitors.

2.9.2.1. For additional information on CTIP visit the 436 FSS Base Training EIM site below:

<https://eim.amc.af.mil/org/436fss/Force%20Development/CTIP/Forms/AllItems.aspx>

Chapter 3

OPERATIONS

3.1. Environmental Instruction

3.1.1. In support of the Dover Air Force Base Mission, and IAW AFI 32-7001, *Environmental Management*, para. 1.3.2., necessary Environmental Management System (EMS) programs have been developed and managed to meet obligations to protect and conserve the environment and natural infrastructure resources through energy conservation and solid waste diversion programs. To accomplish this task, members must:

- 3.1.1.1. Comply with all applicable laws, regulations and executive orders.
- 3.1.1.2. Promote the conservation and sustainable use of materials.
- 3.1.1.3. Work in partnership with all stakeholders to promote pollution prevention.
- 3.1.1.4. Build environmental concerns within base policies and programs.
- 3.1.1.5. Integrate environmental information into all levels of management.
- 3.1.1.6. Achieve continuous improvements in environmental performance over and above regulatory and legislative requirements.
- 3.1.1.7. Clean up environmental damage from past activities.

3.1.2. In keeping this commitment, Dover AFB will work to continuously improve the effectiveness of environmental stewardship by regularly monitoring performance and educating employees to be environmentally responsible.

3.2. Energy Conservation

3.2.1. Practices identified in this instruction are effective immediately and will remain in place unless modified or rescinded.

3.2.1.1. Energy conservation projects are critical from both a resource and an institutional financial stewardship perspective as energy conservation provides long term savings. The 436 AW/CC has directed his staff to monitor compliance with the guidance outlined in the Energy Management Policy and the Bulletin initiatives described in the paragraphs below.

3.2.1.2. Modified facility temperature setbacks: maximum and minimum temperature settings are modified by a few degrees from what is currently in the Base Energy Management Plan to reduce the use of the heating ventilation and air conditioning (HVAC) units with little impact to personal comfort. Personnel should dress appropriately to account for the modified temperature settings.

3.2.1.2.1. Summer -Winter Changeover - Comply with the following changeover standards in all facilities that require a manual seasonal changeover between the heating and cooling modes:

3.2.1.2.1.1. Heating Season: 436 CES will switch facilities to Heating Mode between 15 October – 1 November every year

3.2.1.2.1.2. Cooling Season: 436 CES will switch facilities to Cooling Mode between 15 May – 1 June every year.

3.2.1.2.1.3. Variations must be approved in writing by MSG/CC.

3.2.1.2.1.4. Implement (as a minimum) a two week no-heat/no-cool season spring and fall.

3.2.1.3. Increased surveillance of energy usage to raise the awareness of energy conservation requirements. The Base Energy Management Policy contains direction on energy conservation; however, Dover AFB is establishing a more robust compliance program in order to enforce the guidance and regulations outlined in this instruction. To further increase the awareness of the Policy and the related practices described therein, select base personnel have been tasked to spot check energy use by randomly assessing base facilities. Typical things being looked at include improperly set thermostats, unauthorized space heaters, personal use items that are not being used efficiently, and lighting of unoccupied areas. The informal assessments can occur at any time and could be without notice. Energy assessors will document findings and initially work with the facility managers to correct the concern. Energy assessors will report repeat offenders to the organizational commanders with possible elevation to group and wing levels of management. CES will also be looking for unit level energy conservation initiatives that might be applicable to other locations across Dover AFB. Finally, energy accessory will document and elevate positive findings for appreciation and recognition.

3.2.1.4. Facility Manager support for manual meter reading: Facility managers for facilities without automatic reporting capability will send meter data to 436 CES/CEAO on a monthly basis. This additional duty for the facility manager should not require significant effort and should help the facility managers keep tabs on how well their buildings are performing with respect to energy use. The CES Energy Program Manager will work directly with facility managers on how, where and when to read their facility meter(s).

3.3. Task Management Tool (TMT)

3.3.1. Headquarters USAF implemented the TMT application to help manage staff work within the senior levels of the Air Force. Unless restricted by classification, TMT should be used at all levels in the 436 AW as the primary means of staffing.

3.3.2. 436 AW's goal is to remain responsive to the Air Force enterprise by working ahead of tasks and suspense dates in a priority order. 436 AW task priorities are as follows:

3.3.2.1. Priority 1: Tasks originating from HHQ AMC or Higher.

3.3.2.2. Priority 2: Tasks originating from other external organizations.

3.3.2.3. Priority 3: Tasks that originate from within 436 AW.

3.3.3. Classified tasks will not be worked in TMT. Place holder tasks may be created in TMT for coordination and tracking purposes; ensure no classified content is loaded in TMT. There is a classified version of TMT. Classified taskers will use the Classified version of TMT.

3.4. Appointment Letter Management Tool (ALMT)

3.4.1. The purpose of the ALMT is to

- 3.4.1.1. Provide Unit Commanders with a single location for all unit appointment letters.
- 3.4.1.2. Create a database for appointment letters that maintains version history in order to prove compliance over time.
- 3.4.1.3. Move forward with the electronic records concept, saving time and resources.
- 3.4.1.4. Further enable Virtual Inspection options for the Inspector General.

3.4.2. All appointment letters for 436 AW Units will be maintained in ALMT.

3.4.2.1. A template will be maintained for all AFI, MAJCOM supplement or instruction and Dover AFB supplement or instruction required appointment letters from which units will create their appointment letter for that specific program.

3.4.2.1.1. The required templates will be maintained by the OPR for the program or AFI requiring the appointment letter.

3.4.2.1.2. Any appointment letter requiring Security Clearance verification (i.e., OPSEC) must be signed by the Unit Security Manager prior to Unit CC signature.

3.4.3. Unit Commanders are encouraged to use the ALMT to maintain any additional appointment letters unique to their organization at their discretion.

3.4.3.1. Unit specific appointment letters will not have an associated template maintained in the ALMT, and it will be the unit's responsibility to create their own letters.

3.4.4. ALMT will only host appointment letters, designations of official or additional duties and access authorization letters. Do not use ALMT for general correspondence or memos requiring signature.

3.4.5. Standardization and Content. Standardization will be a key component to the success of ALMT.

3.4.5.1. In order for the Units and Wing Level Program Managers to successfully utilize the ALMT and its sorting capability, All To and From Office Symbols and appointment letter titles must be correct in accordance with established templates.

3.4.5.2. Unit CCs should ensure a quality control system similar to that used for all paper correspondence is also in place for appointment letters in the ALMT. Unit CC's are ultimately responsible for the content and formatting of the appointment letters for their unit.

3.4.5.3. Units should designate an ALMT manager to assist with the quality control and standardization aspects. Training for this position will be available from the 436 Communications Squadron.

3.4.5.4. Only upload attachments to appointment letters (or templates) if a specific form or other required document is required per AFI guidance or is deemed absolutely necessary by the Unit/CC.

3.4.5.5. Do not include Personally Identifying Information (PII) in any appointment letters unless required by AFI.

3.4.5.6. Once an appointment letter has been created, do not initiate a new appointment letter to make changes or updates. Edit the current version and save the new letter to maintain the integrity of the version history within the ALMT.

3.5. Investigation and Reporting Requirements for Sexual Assault Reports

3.5.1. 436 AW commanders who receive an Unrestricted Report of a sexual assault shall immediately refer the matter to OSI. A unit commander shall not conduct an internal command directed investigation on a sexual assault or delay immediately contacting OSI while attempting to assess the credibility of the report.

3.5.2. When a sexual assault is reported through Unrestricted Reporting, the SARC shall be notified immediately, the SARC will respond or direct a SAPR VA to respond and offer the victim healthcare treatment and a SAFE. The SARC will report the alleged sexual assault to the 436 AW/CC or CV for determination of reporting requirements as soon as possible, but no later than 24 hours after the initial complaint is made.

3.5.3. Commanders have the authority to allow civilians to serve as Victim Advocates in the Sexual Assault Prevention and Response (SAPR) program; however, time must be accounted for and records maintained to reflect civilian time served. Contact the Civilian Personnel Section for further requirements/information.

3.6. Investigation and Reporting Requirements for Sexual Harassment Complaints

3.6.1. Federal law mandates that all sexual harassment claims made by military members or civilian DoD employees be promptly investigated by the unit commander or OIC and that 18 AF/CC be notified of any such claim within 72 hours of the initial complaint.

3.6.2. To ensure compliance with this reporting requirement, 436 AW commanders shall provide a copy of the complaint or a written description of the allegation to 436 AW/CC as soon as possible, but no later than 48 hours after the initial complaint is made.

3.6.3. Any questions concerning reporting requirements or proper steps to conduct a required investigation should be directed to the base Equal Opportunity office or base Legal Office.

3.6.4. Points of Contact for Civilian Employee Complaints of Sexual Harassment:

3.6.4.1. The FY98 National Defense Authorization Act, 10 U.S.C. §1561 establishes a requirement for the investigation into and reporting of sexual harassment complaints filed by civilian employees. In addition to other avenues such as Equal Employment Opportunity (EEO) complaints, grievances, and mixed case appeals to the Merit Systems Protection Board, civilian employees can now request a commander-directed inquiry into allegations of sexual harassment while a concurrently running EEO complaint is taking place.

3.6.4.2. Dover Air Force Base is required to name a POC to receive these complaints and provide a written detailed description of the allegation to the 436 AW/CC within 48 hours after initial contact by the complainant. The commander will then provide the General Court-Martial Convening Authority with the POC's notification, direct a time-sensitive inquiry into the truth of the allegation, and advise the complainant of the commencement of the investigation. Upon completion of the inquiry, appropriate corrective action will be taken. No monetary damages can be awarded through the complaint process and there is no appeal from the final decision.

3.6.4.3. The Wing Director of Staff shall serve as the POC for civilian employees who want to request a commander-directed inquiry into allegations of sexual harassment pursuant to 10 U.S.C. § 1561. In the absence of the Director of Staff, requests should be directed to the Wing Executive Officer.

3.6.4.4. The EO Office serves as Subject Matter Experts (SME) for commanders and organizations conducting investigations under section 1561.

3.7. Reports of Survey (ROS) Approving Authority

3.7.1. In accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*, Chapter 8, paragraph 8.4.1., the 436 AW/CC hereby delegates the ROS approving authority responsibilities to the Director of Staff and each Group Commander. The approving authority takes action on ROS when the amount of financial liability to be assessed is equal to or less than \$10,000. When the amount of financial liability to be assessed is greater than \$10,000 or when the 436 AW/CC is personally involved, the approving authority will forward the ROS to the installation ROS administrator who will forward it to HQ AMC for action. Detailed responsibilities are outlined in AFMAN 23-220, Chapter 10, paragraph 10.1.

3.7.1.1. The 436th Mission Support Group is appointed as the installation ROS administrator and is responsible for establishing internal operating procedures, providing training to unit monitors, and advising approving and appointing officials. The ROS administrator responsibilities are outlined in AFMAN 23-220, Chapter 11, and paragraph 11.4.1. through 11.4.12.

3.7.1.2. Group Commanders are authorized to designate their deputies as appointing authority. This person must be designated in writing by the approving authority and is responsible for reviewing and processing ROS for their respective groups.

3.7.1.3. Each unit will designate in writing, a primary and alternate unit ROS monitor.

3.8. Gatekeeper Policy

3.8.1. Per AFI 90-201 AMCSUP, *Inspector General Activities*: “Each AMC host installation is required to assign an Installation Gatekeeper who will coordinate with the HQ AMC Gatekeeper and requesting agencies to de-conflict visit activities, minimize visit impacts, avoid duplication and keep unit commanders informed.”

3.8.2. 436 AW/IG will act as the Dover AFB Gatekeeper. The Gatekeeper will serve as the centralized notification, coordination, and tracking system for all types of base visits and inspections to ensure base leadership awareness and schedule de-confliction.

3.8.3. All visits requiring support or base assets or airmen will be forwarded to the 436 AW Gatekeepers and must include a completed Gatekeeper Notification Form, located on the Gatekeeper EIM. Visit requests must be submitted no later than 14 calendar days prior to visitor arrival; visits requiring significant base support (i.e. 50 or more people) require 30 calendar days’ notice prior to visitor arrival. Visits are not official until 436 AW/CC approvals is obtained.

3.8.4. Any inspection-based visits need AMC coordination and approval prior to the visit. The visiting agency will submit that request to the AMC Gatekeeper at AMC.IG.Gatekeeper@us.af.mil. The AMC Gatekeeper deadline for these visits is 30 days prior.

3.8.5. Due to unique requirements, limited resources and the visibility of the organizations, visits to the Charles C. Carson Center for Mortuary Affairs (AFMAO), Joint Personal Effects Depot (JPED), and Armed Forces Medical Examiners (AFMES) are considered special category visits. Coordination for these organizations is done through each respective organization, including notification to 436 AW Protocol (if appropriate).

3.8.6. Please direct Gatekeeper questions to 436 AW/IG Gatekeeper email 436aw.gatekeeper@us.af.mil.

3.9. Management of Events on Wing Enterprise Information Management (EIM) Site

3.9.1. The Wing has established a calendar of events on the Base Bulletin EIM site: <https://eim.amc.af.mil/org/436msg/BaseBulletin/default.aspx>. This page serves as the Dover AFB information site for base-wide events and information dissemination among Team Dover personnel.

3.9.2. Given the number of different information sources for events on base, the following organizations will share responsibility for publishing events and announcements to this site: 436 AW/PA, 436 AW/XP, and 436 AW/CCA.

3.9.3. Each organization will designate a primary and alternate content manager; Annual training on both EIM and Personally Identifiable Information (PII) will be required for content managers.

3.9.4. The 436 CS will provide systems administration and technical support, assisting with the site design, assigning of permissions and troubleshooting for the EIM site. Additionally, the 436 CS will provide EIM and PII training for appointed content managers.

3.9.5. The 436 AW/PA will provide applicable guidance to the content managers. The AW/DS and/or designated alternate will have final decision authority should there be any questions, concerns, or disagreements over guidance or site content.

3.10. Public Affairs Photography Services

3.10.1. The 436th Airlift Wing Public Affairs (PA) Office provides professional photography products and services for installation units and personnel. Photography is an essential element of internal and external communication programs. Imagery conveys the mission of the Air Force to internal and external audiences and helps achieve the PA core competencies of Airman morale and readiness, public trust and support, and global influence and deterrence.

3.10.2. The PA office is not funded, equipped, or manned to replace services provided by the Document Automation Production Service (DAPS). According to DODI 5330.3, *Document Automation and Production Service (DAPS)*, the Air Force must obtain automated printing services from DAPS.

3.10.3. The 436 AW/PA office photography function provides:

3.10.3.1. Professional photographers to support base-level photographic requirements for managerial, operational, training, educational, historical archiving, investigative, and administrative purposes.

3.10.3.2. Studio photography for official portraits as prescribed in AFI 36-2632, *Official Photographs of Air Force General Officers*, AFI 35-101, *Public Affairs Responsibilities*

and Management, or AFI 36-2110, *Assignments*, special duty assignments, official passports, and citizenship applications.

3.10.3.3. Support to other services, DOD agencies, or federal departments using a host-tenant support agreement.

3.10.3.4. Digital imagery and/or prints to meet official organizational needs. Photographic prints are not available for personal use. Digital files may be made available to customers via email, CD/DVD (provided by customer) or local Enterprise Information Management (EIM) system for printing at their own expense.

3.10.3.5. When photographers or photographic equipment resources are not available, the PA office may offer consumer-grade still photographic equipment for self-help use if the equipment is in the office inventory.

3.10.4. The following is a list of installation-level photography support services and a priority system for services provided by the 436 AW/PA Office. Deviations from this policy require a letter of justification signed by the requestor's Group Commander and must comply with AFI 35-109, *Visual Information*.

Table 3.1. Visual Information Services Provided

Support Type	Priority	Products Supplied
Dignified Transfers	I	Photography/digital imagery provided based on internal/external media requirements.
Emergency Response and Alert Photography	I	Photography/digital imagery and/or prints provided to investigating authorities (SFS, OSI, Fire Dept., and Safety) as required to conduct investigation.
Wing Safety Support	I & III	Photography/digital imagery and/or prints provided to investigate Class A mishaps and/or safety-related incidents.
Air Force Accessioning Program Submissions	I & III	Photography provided for breaking news and/or significant USAF/DoD value.
Official Military Passports, Visa, Naturalization and ISOPREP applications	II	Photography/prints produced in accordance with state dept. and AFI guidance. Customer's signature on AF Form 833, <i>Multimedia Work Order</i> , signifies the request is for official government business.
Public Affairs News Support	II	Photography provided based on internal/external media requirements.
Material Deficiency Reports	II	Photography and/or prints provided for investigative/claim requirements.
Medal Presentations	II	Photography provided for Purple Heart recipients and above. Self-help cameras are available to units for medal presentations below Purple Heart. Transfer of digital imagery available to customers on CD/DVD.
Training Program Photography	III	Photography provided for use in conjunction with established local training program.
Chain of Command	III	Photography/digital imagery and/or prints provided. Portrait

Portraiture		appointments will be prioritized for squadron commanders and above. All others will be scheduled as space permits. Individuals must be in service dress.
Full Length Portraiture	III	Photography/prints produced in accordance with special duty or award selection criteria.
Annual Award Portraiture	III	Photography of winners and nominees. Up to three 5x7 color prints provided as required for squadron, group and wing display.
Observances (Heritage committees, POW/MIA day, etc.)	III	Photography provided for Wing level events.
Group Photographs	III	Photography provided for the following authorized groups: 1. Squadron group photo (once during command tenure). Squadron will need to receive certification from the historian prior to scheduling photo request. 2. Wing level and above unit award (nominee and winner). Requestor must present appropriate documentation stating the award and level. Digital imagery uploaded to EIM. (Note: Best time of year for group photos is Jun – Sep)
Graduations/Induction Ceremonies	III	Photography of individual graduates, distinguished graduates and certificate recipients provided. Digital imagery provided to requestor on CD/DVD.
Base Historian Support	III	Photography provided as deemed appropriate by the Wing Historian as defined by AFI 84-101, <i>Historical Products, Services, and Requirements</i> .
Change of Command Ceremonies	III	Photography provided for squadron level and above. Digital imagery provided to requestor on CD/DVD.
Retirement Ceremonies	III	Photography of event and digital imagery provided to requestor on CD/DVD.
Promotion Ceremonies	III	Photography provided for Wing level ceremonies and for CMSgt/Col and above. Digital imagery provided to requestor on CD/DVD.
Recognition Ceremonies	III	Photography of individual winners for Group/Wing annual awards and Wing level quarterly awards provided. Digital imagery uploaded to EIM.
Dining In/Out Ceremonies	III	Photography provided for Wing level events. Digital imagery uploaded to EIM.
Fini Flights	III	Photography provided for Col and above. Digital imagery uploaded to EIM.

3.10.5. Work Order Priority System:

3.10.5.1. Priority I - Urgent, completed within 24 hours;

3.10.5.2. Priority II - Time-sensitive, completed within three workdays;

3.10.5.3. Priority III - Routine, completed within 5 workdays.

- 3.10.6. Contact the Public Affairs Office for hours of operation.
- 3.10.7. Customers request all work using AF Form 833, *Multimedia Work Order* (electronic form located on EIM). The customer's signature (electronic or physical) indicates that the request is for official purposes.
- 3.10.8. Self-help cameras are for use on Dover AFB ONLY and are available for checkout.
 - 3.10.8.1. Cameras are inspected and in operating order prior to use and upon return.
 - 3.10.8.2. Customers must complete an AF Form 1297, *Hand Receipt*, to sign out equipment.
 - 3.10.8.3. Cameras are issued for a maximum of 24 hours.
 - 3.10.8.4. Customers are not authorized to perform equipment maintenance.
 - 3.10.8.5. Customers are solely responsible for all equipment in their possession.
 - 3.10.8.6. Customers are advised to secure their own equipment if a consistent requirement is evident.
- 3.10.9. PA resources are Air Force assets intended to support mission essential requirements and are NOT AUTHORIZED for unapproved events and activities IAW AFI 35-109.
- 3.10.10. Anything in violation of the Copyright Act of 1976: Copyrighted material will not be reproduced in any way, including scanning, without prior consent from the copyright owner. A copy of the consent must be retained in the VI center files. Customer must secure copyright release before work can begin.
- 3.10.11. Alteration of official photographic images is prohibited by DoD Directive 5040.5 and AFI 35-109, chapter 2, para 2.3.
- 3.10.12. Photography in a restricted area is prohibited except for appointed personnel IAW Dover AFB Installation Defense Plan. Security Forces maintains the exception letter for appointed personnel. If photos are required for personnel not listed on the letter, contact PA during normal duty hours or SFS's during all other times for clearance.

3.11. Reduced Operations

- 3.11.1. When hazardous weather or other events occur which necessitate reduced operations, personnel should keep informed, adjust their home-to-work travel time accordingly, and remain alert for special radio and television announcements as conditions change. The latest reporting instructions can also be found by accessing the Dover AFB website from home or the base at <http://www.dover.af.mil>; <http://www.facebook.com/pages/436th-Airlift-Wing/300720323076?ref=ts>; or <http://twitter.com/436AirliftWing> or by calling (302) 677-BASE(2273). Unless notified otherwise, personnel will be expected to report for work as scheduled.
- 3.11.2. Service Categories: Senior leadership must plan for base operation during adverse weather conditions. When required, the Crisis Action Team (CAT) will monitor weather conditions, and determine who will be needed for specific base operations depending upon the conditions. The Office of Personnel Management's designations of "emergency" and "essential" will be used to categorize civilian employees as explained below, with military personnel falling under the same categories.

3.11.2.1. Categories: Squadron Commanders will determine the designated category of the personnel. Civilian employees will be notified in writing of their category designation and supervisors will annotate the designated category on the AF Form 971, *Supervisor's Employee Brief*, maintained for each employee. Management will make every effort to include their union representatives in the process of notifying employees of their designation. Squadrons will designate the categories of their military personnel on unit recall rosters or as determined by unit operating procedures. There are four categories of personnel for Reduced Operations, see below.

3.11.2.1.1. Emergency employees are those needed at work as scheduled regardless of the operational condition or weather situation. Typically, these are hospital employees, snow removal crews, food service workers, fire fighters, and others designated by commanders. It is important that Emergency employees clearly understand they must report for work as scheduled. Dover Air Force Base Emergency Services Identification Cards are available to civilian Emergency employees through the Civilian Personnel Section, allowing them to drive to work even when roads are closed to normal traffic.

3.11.2.1.2. Mission Essential Level 1 (MEL 1) personnel provide indispensable services necessary for flight line operations and Base Civil Engineer support services.

3.11.2.1.3. Mission Essential Level 2 (MEL 2) personnel provide indispensable services necessary for non-flight line operations.

3.11.2.1.4. Mission Essential Level 3 (MEL 3) personnel provide services that can be postponed until weather/operational conditions improve or change.

3.11.2.1.5. Personnel in training/school on Dover AFB will normally be considered MEL 3 unless recalled to work by their supervisors or training is terminated/suspended. In the latter event, personnel are responsible for contacting their work center supervisors.

3.11.2.2. All personnel assigned to Mission Essential Levels 1, 2, and 3 must provide their supervisors with a telephone number where they can be reached for recall during weather recovery operations. They also must remain alert to changing conditions and listen to the radio and television for up-to-date information (Note: Military personnel will provide supervisors with telephone number(s) if different than the number listed on the recall roster). When MEL civilian employees are not required to report to or remain at work, they become entitled to administrative leave until recalled to work or normal conditions resume. Since MEL civilian employees will be expected to be at work at varying times, the amount of administrative leave will vary and is not necessarily in eight-hour increments. As a reminder, MEL requirements will change as conditions change.

3.11.3. Reduced Operations/Base Closure: As conditions develop, the 436th AW/CC will make the decision to reduce operations or close the base and grant administrative leave. By regulation, the authority to make this decision may not be further delegated. When required, the CAT will be formed to ensure consideration of critical factors in all work places. Decisions will be shared with union leadership as soon as possible thereafter.

3.11.3.1. Press releases will be provided to select radio and television stations and sent to key work centers when limited operations are scheduled. Press releases will state the category of employees who are expected to report for work, specific shift information, and other special information.

3.11.3.2. A message will be given to the radio and television stations listed in Table 3.1 requesting the installation's information be broadcast exactly as written. If possible, announcements will begin at 0530 hours and be repeated as frequently as necessary. This action is intended to prevent unnecessary travel by employees who are not required to report for work. Updates will be made as conditions change. All personnel have an obligation to keep in contact with their work center supervisor, to listen or watch these broadcasts, and to report for work accordingly.

Table 3.2. Local Media Stations

WMDT TV-47 (ABC-COMCAST CH 7)	WAFL 97.7 FM
WBOC TV-16 (CBS-COMCAST CH 2)	WRDX 92.9 FM
WPVI TV-6 (ABC-COMCAST CH 6)	WDSD 94.7 FM
WYUS 930 AM	WDEL 1150 AM
WNCL 101.3 FM	WWTX 1290 AM
WDOV 1410 AM	WJLM 1450 AM

3.11.3.3. Standardized statements have been approved for use to announce reduced operations at Dover AFB due to inclement weather. These statements may be adjusted as necessary to fit the situation.

3.11.4. Early Dismissal: If conditions present travel concerns, the 436 AW/CC may institute a liberal unscheduled leave policy for civilians or authorize early dismissal and grant civilians administrative leave if conditions worsen. This authority may not be further delegated.

3.11.4.1. Standard notification will follow the above guidance and specify departure time, affected categories, and return times, if known.

3.11.4.2. When conditions change, additional personnel may be released or recalled as outlined above. Squadron Commanders will again determine who must remain and who may leave work. Personal considerations such as family situations, distance of travel to and from work, employee health problems, etc., should be considered in a fair and equitable manner with deciding who may leave early and who will remain at work.

3.12. Operational Reporting Requirements Policy

3.12.1. In accordance with AFI 10-206, *Operational Reporting*, and the AMC Supplement, all AMC Wing Commanders must implement a written policy requiring all units on their station to immediately provide information on potentially reportable events/incidents to the Command Post.

3.12.2. This serves as the official wing guidance to outline required unit commander responsibilities to provide the 436 AW the ability to meet OPREP-3 reporting requirements and provides guidance on reporting support provided by the 436 AW Command Post.

3.12.3. Unit commanders will immediately provide potentially reportable information concerning personnel and other assets to the Command Post and additional information as it becomes available. Commanders must be aware of the urgent need to keep the Command Post advised of reportable incidents or unusual events. Failure to provide this information in a timely manner will delay reporting and inhibit the ability to meet mandatory reporting timeline requirements.

3.12.4. The 436 AW Command Post will serve as both the collection and distribution focal point for all operational reporting for Dover AFB in order to meet AFI 10-206 requirements, including reporting for tenant units. The Command Post will provide guidance to commanders, their units, and other base agencies, as required, during the reporting process and will transmit all reports within established guidelines. Additionally, the Command Post will protect PII/PHI and will sanitize all reports before submission.

3.12.5. The final authority for the approval and release of all operational reports will be the 436 AW/CC, unless the personnel or assets involved in the incident are not activated under the 436 AW. In those cases, the owning unit commander will be the final approval and releasing authority.

3.12.6. When considering whether or not a particular event/incident is reportable, consult the current Commander's/First Sergeant's Operational Reports Handbook or contact the 436 AW Command Post immediately for assistance at 677-4201.

3.13. Installation Spectrum Management

3.13.1. In order to prevent illegal interference of approved frequencies on Dover AFB, the following will be implemented in accordance with AFI 33-118, *Radio Frequency Spectrum Management*:

3.13.1.1. All units utilizing frequency emitting devices (e.g. portable radios, radio base stations, wireless network equipment, GPS modules, etc.) must obtain frequency assignments prior to utilizing the devices. If the device cannot be configured to operate on the assigned frequency, it will not be used on the installation. Standard cellular devices are pre-approved for use.

3.13.2. Questions and concerns can be directed to the 436 CS/SCOT, Transmission Systems Office.

3.14. Court-Martial/Administrative Board Duty

3.14.1. Good order and discipline are absolutely essential for a mission-ready force. Military justice is a central component to maintaining and enforcing discipline. Therefore, service as a panel member on a court-martial or administrative board is a vital function of the greatest importance to both the Air Force, the person accused of wrongdoing, and the accused's unit. Advance identification of potential court and board members streamlines processing of cases and reduces disruptions caused by last-minute appointments.

3.14.2. It is important to nominate the best people for the pool. It is imperative to impress the importance of court duty to units as well. Accordingly, all commanders, deputies, chiefs and first sergeants are considered available for court-martial and administrative board service at any time. To facilitate scheduling, please assure all subordinate commanders, deputies,

chiefs and first sergeants maintain a current Court-Member Data Sheet on file with the base legal office.

3.14.3. If nominated or selected by the 436 AW/CC or AMC/CC, court member duty will be treated as that member's primary duty. Please provide full cooperation in submitting questionnaires and in nominating potential court and board members.

3.15. Leave/TDY Requests for Members Identified for Medical Evaluation Board Process

3.15.1. Effective immediately in accordance with AFI 41-210, *Tricare Operations and Patient Administration Functions*, paragraph 4.53.4, the 436 MDG/CC is designated as the approval authority for leave or TDY requests for military members identified to undergo the MEB process.

3.15.2. Members requesting leave or TDY will complete a TDY/leave request memorandum. All requests will be routed through and approved at the unit level prior to submission to the 436 MDG/CC for approval. Requests must be submitted to the Physical Evaluation Board Liaison Officer (PEBLO), 436 MDSS/SGST, NLT 10 calendar days prior to requested departure date. This will allow time to review the member's case and de-conflict the requested dates with any planned treatment. Exceptions to the process will be handled on a case-by-case basis.

3.15.3. Due to the stringent timelines for MEB case completion and the need for members to be readily available, requests for leave or TDY outside of the local area will be highly discouraged. Members must understand it is their responsibility to pay for any costs associated with their return travel. Members that do not return as outlined in this policy could result in disciplinary action.

3.15.4. The PEBLO will serve as the liaison between the member and the 436th MDG and will communicate any changes in the treatment plan to the member. Should there be any changes in the treatment plan requiring the member to be physically present, the member will return to the local area within 24 hours of notification by the PEBLO.

3.16. Retreat Procedures

3.16.1. Formation Composition

3.16.1.1. Minimum composition for units will be one flight of 20 personnel in a 5x4 formation (width x depth); key personnel will consist of a guidon bearer, squadron commander, guide, and flight first sergeant as a minimum. Other key personnel may be used IAW AFMAN 36-2203, *Drill and Ceremonies*. Minimum composition requirements are established for units with less than 100 personnel assigned. Flights may be composed of officers and enlisted members.

3.16.1.2. Units larger than 100 personnel assigned may form two flights of equal composition. Key personnel must include a flight commander for each flight, squadron commander, guiding bearer, and flight first sergeant. Consult AFMAN 36-2203 for more specific guidance. Flights may be composed of both officers and enlisted members; the Squadron Commander will determine type and numbers.

3.16.1.3. The Squadron Commander will determine uniform; uniformity is required to include undershirts (ensure no sunglasses or gum in formation).

3.16.1.4. Flag Security Detail will consist of 1 NCO and 3 Airmen for the All Purpose Flag and 1 NCO and 5 Airmen for the Base Flag (regardless of unit size).

3.16.2. Procedures

3.16.2.1. At 1550, the unit first sergeant will command "FALL IN" forming the unit in the grassy area centered on the flagstaff at the 436th Airlift Wing Headquarters. The first sergeant will then size and dress the unit ensuring dress, cover, interval and distance. Once achieved, the first sergeant will place the formation at "at ease." At 1555, the first sergeant issues the command, "SQUADRON ATTENTION," then "PARADE REST." The squadron commander positions themselves at the entrance of Wing Safety Office and meets the Wing CC.

3.16.2.2. After meeting the Wg/CC the squadron commander marches into position and takes control of the unit, assumes the position of Attention and orders the sounding of Retreat by commanding, "SOUND RETREAT." The squadron commander then resumes the position of PARADE REST. NOTE: Music is coordinated through the 436 AW/CP.

3.16.2.3. Once the Retreat music has ended, the squadron commander assumes the position of Attention, faces about or turns head at 90 degrees and commands, "SQUADRON, ATTENTION" followed by "PRESENT, ARMS." After the command is executed the squadron commander faces about or faces forward (toward flagstaff) and executes Present Arms.

3.16.2.4. When the last note of the National Anthem is played, or when the flag has been completely unfastened from the halyards (whichever occurs last) the squadron commander will execute Order Arms. The squadron commander will then face about or turn head at 90 degrees and commands "ORDER, ARMS." Once again, the Squadron commander will face about or face forward (toward the flagstaff) and remain at Attention.

3.16.2.5. Folding the flag takes from 3 to 5 minutes. After the flag has been folded the flag security detail will be reformed, marched to a position three paces from the squadron commander and halted (no arm swing when carrying the flag, turns should use the "wheel" movements). The NCOIC of the detail salutes the squadron commander and reports "Sir/Ma'am, the flag is secured." The squadron commander returns the salute.

3.16.2.6. Once the flag security detail has departed the area, the squadron commander will wait for the Wing leadership to come forward and say a few remarks then faces about and commands, "SQUADRON DISMISSED."

3.16.3. Flag Security Detail Responsibilities for a Formal Retreat Ceremony

3.16.3.1. At 1550, the senior member (referred to as the NCOIC) ensures all members of the flag security detail are present. The detail forms up at a pre-designated location (436th Airlift Wing Safety Office entrance) facing the flagstaff.

3.16.3.2. At 1555, the detail marches to the flagstaff and halts at a pre-designated position. The NCOIC commands "PARADE, REST."

3.16.3.3. Upon the first note of RETREAT, the halyard attendants of the flag detail assume the position of attention and move to the flagstaff to arrange the halyards for proper lowering of the flag. The senior halyard attendant unties the halyards, and both

members grasp the halyards with both hands (arms bent at the elbows, forearms parallel to the ground, fist closed while grasping the halyards, palms facing the body, right hand over left at approximately chin level). Once in position, the senior halyard attendant commands “POST” (in the appropriate tone so that only the other halyard attendant responds) and both members take two 12-inch steps backwards in unison to pull the halyards taut.

3.16.3.4. If the flag is at full staff position, the senior halyard attendant commands “PARADE, REST” (in the appropriate tone so that only the other halyard attendant responds) and both members simultaneously go to the position of Parade Rest. Once at Parade Rest, the halyards attendants will await the playing of the National Anthem. **NOTE:** Flag security detail members will inspect and prepare halyards prior to the ceremony to ensure the halyards can be properly handled during the sounding of Retreat.

3.16.3.5. If the flag is at half-staff the halyards attendants will not go to Parade Rest, but will remain at the position of Attention and hoist the flag briskly to the staff head while Retreat is sounded and wait the playing of the National Anthem.

3.16.3.6. Flag security detail members will execute the squadron commander’s command “SQUADRON, ATTENTION.” The NCOIC and the flag assistant will also execute “PRESENT, ARMS” on the squadron commander’s command. Halyard attendants grasp the halyards with both hands.

3.16.3.7. On the first note of the National Anthem, the halyard attendants begin lowering the flag at a rate that coincides with the length of the National Anthem (approximately 60 seconds). When the flag is within reach, the flag assistant will drop their salute, step forward, and grasp the free end of the flag to prevent it from touching the ground. Do not jump or stretch to reach the flag.

3.16.3.8. The three (or five) members unfasten the flag and the flag assistant gathers it.

3.16.3.9. The senior halyard attendant commands “POST” (in the appropriate tone so that only the other halyard attendant responds) and the halyard attendants step forward and secure the halyards to the flagstaff.

3.16.3.10. The NCOIC will remain at Attention throughout the folding process unless needed to control the flag. During normal weather conditions, the NCOIC commands “POST,” and both halyard attendants simultaneously face away from the flagstaff. The halyard attendants, along with the flag assistant, simultaneously step off and halt in a pre-designated position for the folding of the flag. When the flag folding is complete, the junior member will cradle the flag against their chest with the middle point facing upward. The NCOIC of the flag detail will now give the command to “POST.” The NCOIC will do an about face and the flag bearer will step to the left of the NCOIC. Once complete the halyard attendants will move next to the flag bearer.

3.16.3.11. The flag security NCOIC will give appropriate commands to march the detail to a position three paces from the squadron commander, halt the detail.

3.16.3.12. The NCOIC will salute and report, “Sir/Ma’am, the Flag is secured.” The squadron commander returns the salute and the NCOIC marches the flag detail off, performing appropriate movements. When the flag detail passes the Wing Leadership

while marching out, the Wing Leadership will salute the flag and show proper respects. No one from the flag detail will return this salute. After the flight is dismissed the flag detail will return to raise the flag. The NCOIC commands “DISMISSED” and the flag detail may disperse.

3.16.4. Ceremonies Conducted Preceding the Formal Retreat Ceremony

3.16.4.1. Commanders are encouraged to recognize their unit members preceding the retreat; recognition ceremonies include but are not limited to reenlistments, retirements, and promotions.

3.16.4.2. Ceremonies are to be conducted prior to the retreat ceremony; the first sergeant will form the unit, time to form up will be determined by the squadron commander so as not to delay the retreat ceremony at 1600.

3.16.5. For proper etiquette during Reveille and Retreat in places other than the installation flag pole, please refer to the table below:

Table 3.3. Reveille and Retreat Etiquette

	*In Uniform	Not in Uniform	In a Vehicle
Reveille/To The Colors:	*** Salute	*** Attention	Stop
National Anthem:	Salute	** Attention	Stop
Taps:	Salute	Attention	Stop
<p>*NOTE: PTU/IPTU is an official uniform.</p> <p>**NOTE: Place your right hand over your heart during the US anthem.</p> <p>***NOTE: Parade Rest during Reveille/Salute on first note of To The Colors.</p> <p>NOTE: Bicyclist will stop and follow guidance above as a pedestrian.</p>			

3.16.6. Installation and Garrison Flag Procedures:

3.16.6.1. Due to high wind conditions at, the Wing Staff Agency will be responsible for raising and lowering the Installation and Garrison Flags to prevent damage to the Wing Flag pole.

3.16.7. All-Weather Flag Procedures:

3.16.7.1. The All-Weather Flag will be flown during all other times and managed by the Security Forces Squadron.

3.17. Air Force Smart Operations for the 21 st Century (AFSO21) Training Requirements

3.17.1. Dover AFB offers a variety of AFSO21 courses. Two introductory courses which are essential are: AFSO21 Awareness Training and 8-Step Problem Solving Method. These courses offer three to six hours of instruction in Lean principles and tools in addition to standardized reporting methods for process improvement and root cause analysis.

3.17.2. The following is the training guidance for AFSO21:

3.17.2.1. All 436 AW personnel (active duty and civilians) are required to attend the AFSO21 Awareness Training course.

3.17.2.2. All 436 AW mid-level managers (Technical Sergeant and above) are required to attend the 8-Step Problem Solving Method course. In addition, this course is highly encouraged for all other personnel.

3.18. Funding Utilities for The Landings with Appropriated Funds

3.18.1. Currently, the utilities for The Landings are shared between Non-Appropriated Funds (NAF) and Appropriated Funds, specifically, Operation and Maintenance (O&M). The split is 62% NAF and 38 % O&M base on a square foot allocation study completed on 23 July 2013.

3.18.2. Pursuant to 10 U.S.C. §2494, Air Force Instruction (AFI) 65-106 paragraph 10.15 and Attachment 2, and AFI 32-1061 paragraph 4.3.1.6, I am authorized to pay all utilities for Morale, Welfare and Recreation facilities with O&M funding, if available. The Landings is an important venue for Quality of Life events for our military community (i.e. Airman Leadership School, Group Award Luncheon, Squadron Commander's Calls, etc.) and must continue to be a venue for these functions. It is also a venue for revenue generating private engagements (i.e. weddings, Spouse Club events).

3.18.3. After reviewing the health of our Morale, Welfare and Recreation fund and the current O&M fiscal environment, the 436 AW/CC hereby chooses to create a fixed reimbursement cost share in excess of our required 38% O&M share. Effective 1 March 2014, 75% of the utilities will be funded with O&M and the remaining 25% from NAF. This change will remain in effect indefinitely.

3.19. Delegation of Specific Installation Commander Duties

3.19.1. To maintain efficiency and enhance mission effectiveness, the Wing Commander hereby delegates certain duties. These duties may be further delegated without Wing Commander specific authority where appropriate unless prohibited by appropriate regulations or instructions. This instruction rescinds all previous letters of delegation on the same subjects.

3.19.1.1. The 436 AW/CC delegates the duties as listed in the table below:

Table 3.4. Wing Commander Delegated Duties

Commander/Staff Agency	Duties Delegated	Authority
436 AW/CV	Authority to act as the Appointing Authority on Report of Survey action	AFMAN 23-220, paras. 9.2.3., 9.3.
	Will chair the Traffic Safety Coordination Group (TSCG)	AFI 91-207, para. 1.3.6.
	For Wing/Installation-level requirements, the authority to serve as SDO for requirements with estimated values greater than or equal to the Simplified Acquisition Threshold and less than \$100,000,000	AFI 63-138

All Group Commanders	Authority to appoint Quality Assurance Evaluators (QAE's) for contracts surveyed within each CC's functional area; Functional Area Chief (FAC) is squadron CC, who may delegate all or some FAC duties if clearly documented	AFI 63-124, paras. 2.1., 2.5.1.
	Authority to appoint commanders, to include squadron section commanders for subordinate organizations	AFI 51-604, paras. 2.6.1., 2.7.
	Report of Survey Appointing Authority	AFMAN 23-220, paras. 9.2., 9.2.6., 9.3.
	Approval authority for Exemplary Civilian Service and Air Force Civilian Achievement Awards	AFI 36-1004, Table 5.1.
	Responsible for review of Annual Safety Inspection Reports of their respective Squadrons	AFI 91-202, para. 3.4.2.2.
436 OG/CC	Authority to approve or disapprove civil aircraft landing permit applications	AFI 10-1001, para. 2.4.2.
436 MXG/CC	Authority to appoint Base Precious Metals Recovery Program (PMRP) managers	AFMAN 23-110, Volume 6, Chapter 4, para. 4.2.
436 MDG/CC	Authority to change the priority of movement of any space-available traveler for emergency or extreme humanitarian reasons when the facts provided fully support such an exception. This authority is delegated further to 436 APS/CC.	DOD 4515.13-R, C6.1.7.3.
	Authority to ensure personnel are protected from vector home disease and medical pests	AFI 48-102, para. 8.
	Authority to implement the Family Advocacy Program (FAP), and ensure effectiveness	AFI 40-301, para. 1.3.
	Authority to task personnel to assist loading and unloading patients during aeromedical evacuations	AFI 41-301, para. 8.4.
	Authority to comply with aircraft quarantine requirements	AFI 48-104, para. 6.

436 MSG/CC	Authority to establish base programs and policies for personnel and resource protection	AFI 31-101, para. 1.6.10.
	Authority to develop, implement and administer the Integrated Defense Plan	AFI 31-101, para. 12.
	Authority to establish base physical security of critical communications facilities	AFI 31-102, para. 5-2C
	Authority to approve or disapprove military working dog explosive detection team support	AFI 31-202, para. 10.2.1.
	Authority to manage the installation traffic supervision and installation entry programs	AFI 31-204, para. 1.3.
	Authority to use civilian confinement facilities and ensure adequate O&M funds are available for prisoners in non-pay status	AFI 31-205, paras. 1.2.2.1. and 6.1.1. - 6.1.2.
	Authority to develop, implement and administer an antiterrorism and force protection program	AFI 10-245, para. 1.2.
	Authority to conduct air base defense	AFI 31-101, paras. 2.3.4.1., 5.2.
	Authority to approve secure conference facilities	AFI 31-401, para. 5.13.2.
	Authority to perform industrial security program oversight for on-base contractor operations	AFI 31-601, para. 1.6.1.4.
	Facility project approval authority within limits delegated from HQ AMC/CC to 436 AW/CC (may be redelegated to 436 CES; Base Civil Engineer or Deputy Base Civil Engineer)	AFI 32-1032, Chs. 1, 3; AFI 32-6002, Ch. 1
	Facility construction approval authority for NAF projects by contract within limits delegated by HQ AMC/CC (may be redelegated to 436 FSS/CC)	AFI 32-1022, para. 1.3.7.
	Authority to designate and reallocate quarters based on need and optimum utilization	AFI 32-6005, para. 1.2.3.5.
	Authority to approve or disapprove social visits beyond 30 days	AFI 32-6001, para. 1.6.9.

	Authority to approve hardship waiver requests (AW/CC retains disapproval authority IAW AFI 32-6001, para. 1.6.9.2) and approve or disapprove priority assignments to family housing	AFI 32-6001, para. 1.6.9.
	Authority to approve the retention or voluntary termination of quarters (AW/CC retains disapproval authority IAW AFI 32-6001, para. 1.6.9. 1)	AFI 32-6001, para. 1.6.9.1.
	Authority to authorize the retention of quarters for dependents of members incarcerated	AFI 32-6001, para. 6.1.2.
	Authority to out grant temporary use of real property as authorized by AFI 32-9003	DODD 4165.6.; AFI 32-9003, various paragraphs
	Authority to designate the clubs as dining facilities during wars or national emergencies and administer additional club operations	AFI 34-272, para. 3.5.
	Authority to approve golf course green fees and tee time policies	AFMAN 34-130, para. 3.3.1.; AFI 34-116, para. 2.5.
	Authority to allow recreation clubs organized IAW AFI 34-201 to sell goods and services related to their purpose that AAFES cannot provide	AFI 34-121, para. 1.4.
	Authority to approve use of the club for civic and civil non-profit organizations and approve requests from ROTC and CAP personnel for social functions	AFI 34-272, paras. 1.11.2.1. and 1.11.2.2.
	Authority to appoint members to the optional committee at the golf course	AFMAN 34-130, para. 2.4.1.
	Authority to authorize the sale of alcoholic beverages at the golf course	AFMAN 34-130, para. 4.4.
	Authority to allow private carts for a trail fee at the golf course	AFMAN 34-130, para. 7.6.
	Authority to approve nonappropriated fund budgets	AFI 34-266, para. 1.14.3.
	Authority to approve nonappropriated fund travel orders through 436 FSS/MSG	AFI 34-201, para. 2.3.7.

	Authority to approve NAFI Council actions that occur out of session, including telephone votes and staffing actions	AFI 34-201, para. 2.6.4.4.
	Authority to accept contributions and donations of \$5,000.00 or less and items from the Combined Federal Campaign Fund	AFI 34-201, paras. 5.7.1. and 5.7.1.1.
	Authority to approve fund storage limits, appoint investigative officers, and determine pecuniary liability	AFI 34-202, paras. 2.2, 6.6.5., and 6.8.2.
	Authority to approve unprogrammed nonappropriated fund expenditures	AFI 34-209, para. 2.8.1.
	Authority to ensure the base holds annual training on Air Force drinking policies for beverage supervisors	AFI 34-219, para. 1.6.1.
	Authority to implement alcohol deglamorization program	AFI 34-219, para. 1.7.
	Authority to determine which MWRF activities may sell alcohol	AFI 34-219, para. 2.1.
	Determine which Services activities may sell commercially packaged alcohol with less than 7 percent alcohol for off-premises consumption	AFI 34-219, para. 3.2.
	Authority to establish and control operations of private organizations, including approving fund raisers, and liability insurance issues	AFI 34-223, paras. 6.1-6.6. and 10.11.
	Authority to determine customers eligible to use an APF food service facility	AFI 34-239, Attachments 9 and 3
	Authority to allow evacuees access to base dining facilities and to use appropriated funds to pay for beverages to assure mission success	AFMAN 34-240, paras. 1.9. and 1.10.
	Authority to designate S&R teams	AFI 34-242, para. 6.9.4.1.
	Authority to ensure S&R team members are properly trained	AFI 34-242, para. 6.9.4.2.

	Authority to ensure mortuary officers and their alternates receive formal mortuary training	AFI 34-242, para. 6.9.4.4.
	Authority to inspect lodging rooms at least annually	AFI 34-246, para. 1.8.
	Authority to approve lodging visiting quarters for individuals or groups housed for humanitarian reasons, such as natural disasters or adverse weather conditions, when no private or commercial lodging are available	AFI 34-246, Table 2.1., Rule 22
	Authority to approve lodging visiting quarters for JROTC Cadets, Civil Air Patrol organizations and youth groups	AFI 34-246, Table 2.1., Rule 19 and Rule 34
	Authority to approve lodging visiting quarters for nonmilitary uniformed personnel of the US Public Health Services, National Oceanic and Atmospheric Survey, foreign military personnel and US Coast Guard	AFI 34-246, Table 2.1., Rule 1 and Rule 21; Table 2.2., Rule 7
	Authority to evaluate existing Services resale activities biennially to determine the need to continue operations	AFI 34-262, para. 2.6.3.
	Authority to approve local rules on number of guests permitted and frequency of use at specific facilities	AFI 34-262, para. 3.1.2.
	Authority to terminate, suspend, or deny patronage privileges	AFI 34-262, para. 3.3.
	Authority to appoint voting Club Advisory Committee members for terms of 1 year	AFI 34-272, para 2.10.1.
	Authority to accept commercial sponsorships up to and including \$5,000.00	AFI 34-407, paras. 2.5.1. and 8.1.
	Authority to approve locations commercial advertising brochures may be made available by commercial vendors for casual pick-up as authorized IAW the Commercial Sponsorship Program, AFI 34-104 and the Advertising Policy Handbook	AFI 34-407, para. 6.8.
	Authority to act on requests for fundraising activities	AFI 34-223, para. 10.9.1.; AFI 36-3101, para. 18 and Tabla 1

436 AW/SJA	Authority to receipt for court-martial charges, authenticate the referral of court-martial charges, authenticate court-martial convening orders and promulgating orders for this special court-martial jurisdiction and perform all other military justice administrative duties not requiring my personal attention (Paralegals in the grade of master sergeant and above assigned to the Office of the Staff Judge Advocate, 436 AW/JA, are hereby delegated the authority to authenticate court-martial promulgating orders)	AFI 51-201, para. 13.1.1.; Figure 13.1.
	Authority to detail personnel to take depositions under Article 49, Uniform Code of Military Justice	AFI 51-201, Figure 13.1.
	Authority to excuse up to one third of the members of a special or summary court-martial before a court is assembled	AFI 51-201, para. 5.10.; Rule for Courts-Martial 505(c)(1)(B)
	Authority to sign for the commander on a Pretrial Agreement after 436 AW/CC verbal authorization. This authority is also delegated to the assigned case trial counsel	AFI 51-201, para. 8.7.
	Authority to perform the duties and responsibilities of the Local Responsible Official for the Victim Witness Assistance Program	AFI 51-201, para 7.7.
	Authority to appoint a government representative in Article 32 investigations	Rule of Courts-Martial 405(d) (3); AFI 51-201, Figure 13.1.
436 FSS/CC	Authority to approve non-appropriated fund travel orders	AFI 34-201, para. 2.3.7.
	Authority to accept contributions and donations to non-appropriated fund instrumentalities valued up to \$5,000.00	AFI 34-201, para. 5.7.1.
	Authority to accept commercial sponsorships worth \$5,000.00 or less	AFI 34-407, paras. 2.5.1. & 8.1.

	Authority to approve non-appropriated fund expenditures	AFI 34-209, para. 12.2.1.2.
	Authority to approve or disapprove private organization fundraisers	AFI 34-223, paras. 6.3. & 6.4.
	Authority to sell food to eligible customers and other individuals (on a case-by-case basis) and what they are to be charged	AFI 34-239, A3.1., Attachment 9
	Delegation of unprogrammed (out of cycle) NAF capital expenditures in the amount of: \$15,000.00 single item (Individual item \$1,000.00 or greater with a life expectancy of two years or more); \$15,000.00 bulk items (Individual items costing \$999.00 or less with a cumulative total purchase price greater than \$2,000.00 with a life expectancy of two or more years)	AFI 34-209, para. 2.8.1.

3.19.2. The following duties will remain with the 436 AW/CC:

3.19.2.1. All duties required to be personally performed by the Special Court-Martial Convening Authority (SPCMA). These include all personal SPCMA duties or installation commander duties involving courts-martial, Article 15 actions, demotion appeals, and administrative discharges IAW AFIs 51-201, *Administration of Military Justice*, 36-2503, *Administrative Demotion of Airmen*, 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 36-3207, *Separating Commissioned Officers*, and 36-3208, *Administrative Separation of Airmen*.

3.19.2.2. All duties required to be performed by the installation commander concerning auditing and finance IAW AFD 65-3, *Internal Auditing*, and AFI 65-301, *Audit Reporting Procedures*.

3.19.2.3. All duties required to be performed by the installation commander concerning debarments from Dover Air Force Base for misconduct under 18 U.S.C. § 1382, 50 U.S.C. § 797, and 32 C.F.R § 809a.

3.19.2.4. All duties required to be performed by the installation commander concerning Presidential aircraft under AFI 31-101, *Integrated Defense*.

3.19.2.5. Appointment of the standards of conduct counselor and review of subordinates' immediate financial interests as disclosed by the Office of Government Ethics (OGE) Form 450, *Confidential Financial Disclosure Report*.

3.19.2.6. The OPR for any questions or amendments is 436 AW/JA.

3.20. Authority to Cite Air Force Funds

3.20.1. As the holder of funds for the 436 AW, the 436 AW/CC authorizes and delegates the authority to cite Air Force funds for the 436 AW to the 436 CPTS, Host Installation

Comptroller. The 436 CPTS/CC will, in turn, appoint in writing and train the personnel required to certify funds availability.

3.20.2. The 436 CPTS/CC responsibilities include, but are not limited to:

3.20.2.1. Ensuring funds control policies and procedures are complied with and the capabilities of existing systems and control techniques are fully used.

3.20.2.2. Verification and certainty of adequate fund availability, proper application of appropriation/funds for stated purpose and correctness of the accounting classification prior to incurring and obligation.

3.20.2.3. Monitoring all legal limitations applicable to the funds available for obligation.

3.20.3. This instruction satisfies the DoDFMR Vol 14 requirement to issue and maintain appropriate delegations of authority, and the DFAS-DE 7010.5-R requirement for the host installation comptroller to certify funds availability. To help you better understand the funds certification process, you are required to review DFAS-DE 7010.1-R (GAFS at Base Level), Chapter 14; DFAS-DE 7000.5-R (Accounting for Commitments); DFAS-DE 7000.4-R (Accounting for Obligations); DFAS/AF Interim Guidance (Procedures for Administrative Control of Appropriations and Fund Made Available to the Department of the Air Force); DoD FMR 7000.14-R, Vol 14, Chapters 1 and 2 (Administrative Control of Funds and Antideficiency Act Violations), and Vol 3, Chapter 15 (Receipt and Use of Budgetary Resources--Execution Level).

3.20.4. Effective training is imperative in the prevention of Antideficiency Act violations. You are responsible for ensuring that all Funds Certifying Officers receive appropriations law training per DoDFMR Vol 14, 020401.B.3.

3.21. Delegation of Intermediate Repair Enhancement Program (IREP) Meeting

3.21.1. The 436 AW/CC delegates the chair of the quarterly IREP meeting to the MXG/CC and MSG/CC as co-chairs.

3.21.2. This delegation is not consistent with the direction in AFI 21-101, para 11.34.1 dated 26 Jul 2010. This disconnect has been identified to MAJCOM focal points and documented in the "General Maintenance Leadership" MICT checklist, item 3.26.

3.21.3. The Departmental AFI is expected to allow the condition of the AMCSUP I in a future update.

3.21.4. The POC for this is the 436 MXG/CC.

3.22. Delegation Letters 3.22.1 The 436 AW/CC delegates the 2,000 mile waiver authority for the Report for Nonappropriated Fund (NAF), Defense Reutilization and Marketing Office (DRMO), and Specialty Vehicles to the MSG/CC

MICHAEL W. GRISMER, Colonel, USAF
Commander, 436th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-245, *Antiterrorism*, 21 September 2012

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 31-101, *Integrated Defense*, 8 October 2009

AFI 31-202 AMCSUP, *Military Working Dog Program*, 22 March 2010

AFI 31-205, *The Air Force Corrections System*, 7 April 2004

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 31-601, *Industrial Security Program Management*, 29 June 2005

AFI 32-1022, *Planning and Programming Non-appropriated Fund Facility Construction Projects*, 20 May 2009

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 32-6001, *Family Housing Management*, 21 August 2006

AFI 32-6005, *Unaccompanied Housing Management*, 9 October 2008

AFI 32-7001, *Environmental Management*, 4 November 2011

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997

AFI 33-332, *Air Force Privacy Act and Civil Liberties Program*, 5 June 2013

AFI 34-116, *Air Force Golf Course Program*, 21 June 2011

AFI 34-121, *Other Recreation Membership Clubs Programs*, 06 November 2012

AFI 34-201, *Use of Non-appropriated Funds*, 17 June 2002

AFI 34-202, *Protecting Non-appropriated Fund Assets*, 27 August 2004

AFI 34-209, *Non-appropriated Fund Financial Management and Accounting*, 10 January 2005

AFI 34-219, *Alcoholic Beverage Program*, 17 October 2007

AFI 34-223, *Private Organizations Program*, 8 March 2007

AFI 34-239, *Food Service Management Program*, 20 February 2004

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 34-246, *Air Force Lodging Program*, 11 November 2007

AFI 34-266, *Air Force Fitness and Sports Programs*, 24 September 2007

AFI 34-272, *Air Force Club Program*, 1 April 2002

AFI 35-101, *Public Affairs Responsibilities and Management*, 18 August 2010

AFI 35-109, *Visual Information*, 12 March 2010

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 36-2103, *Individualized Newcomer Treatment and Orientation Program*, 30 April 2012

AFI 36-2110, *Assignments*, 22 September 2009

AFI 36-2502, *Airmen Promotion/Demotion Program*, 31 December 2009

AFI 36-2632, *Official Photographs of Air Force General Officers*, 1 August 1995

AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 October 2010

AFI 36-2903, *Dress and Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3208, *Administrative Separation of Airmen*, 9 July 2004

AFI 36-802, *Pay Setting*, 1 September 1998

AFI 36-815, *Absence and Leave*, 5 September 2002

AFI 38-201, *Management of Manpower Requirements and Authorizations*, 14 May 2013

AFI 40-301, *Family Advocacy*, 30 November 2009

AFI 41-210, *Tricare Operations and Patient Administration Functions*, 6 June 2012

AFI 41-301, *Worldwide Aeromedical Evacuation System*, 1 August 1996

AFI 48-102, *Medical Entomology Program*, 1 July 2004

AFI 51-201, *Administration of Military Justice*, 6 June 2013

AFI 51-604, *Appointment to and Assumption of Command*, 4 April 2006

AFI 51-902, *Political Activities by Members of the US Air Force*, 12 November 2010

AFI 51-1201, *Alternative Dispute Resolution Processes In Workplace Disputes*, 21 May 2009

AFI 65-301, *Audit Reporting Procedures*, 28 May 2010

AFI 84-101, *Historical Products, Services, and Requirements*, 31 July 2009

AFI 90-301, *Inspector General Complaints Resolution*, 23 August 2011

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 34-240, *Food Service Program Management*, 2 May 2005

AFMAN 36-2203, *Drill and Ceremonies*, 20 November 2013

AFPD 65-3, *Internal Auditing*, 21 April 2010

AFPAM 36-2241, *Professional Development Guide*, 1 October 2013

DOVERAFBI 31-218, *Air Force Motor Vehicle Traffic Supervision*, 23 July 2013

Prescribed Forms

DOVERAFB Form 2, *436 Airlift Wing Quarterly Awards Master Score Sheet*

DOVERAFB Form 3, *436 Airlift Wing Annual Awards Master Score Sheet*

DOVERAFB Form 12, *Squadron Officer School Nomination Form*

Adopted Forms

AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

AF Form 833, *Multimedia Work Order*

AF Form 847, *Recommendation for Change of Publication*

AF Form 907, *Relocation Preparation Checklist*

AF Form 971, *Supervisor's Employee Brief*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

ADAPT—Alcohol and Drug Abuse Treatment Program

ADR—Alternative Dispute Resolution

AFMAO—Air Force Mortuary Affairs

AFMES—Armed Forces Medical Examiners

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directives

AFRIMS—Air Force Records Information Management System

ARC—Air Reserve Component

ARMS—Automated Records Management System

BAS—Basic Allowance for Subsistence

CAT—Crisis Action Team

CBB—Central Base Board

CECMC—Civilian Employment and Cost Management Committee

COT—Commander of Troops

DAFBHG—Dover Air Force Base Honor Guard

DAPS—Document Automation Production Service

DPSOE—Directorate of Personnel Program Management, Airman Promotions Branch

EEO—Equal Employment Opportunity

EIM—Enterprise Information Management
EOM—End of Month
EMS—Environmental Management System
ESM—Essential Station Messing
ESOH—Environmental Safety and Occupational Health
FA—Fitness Assessment
HVAC—Heating Ventilation and Air Conditioning
ISM—Installation spectrum Manager
JPED—Joint Personal Effects Depot
MEL—Mission Essential Level
MilPDS—Military Personnel Data System
NAA—Notable Achievement Award
NAF—Non-appropriated Fund
NIPRNET—Non-classified Internet Protocol Router Network
OPR—Office of Primary Responsibility
OPSEC—Operational Security
OSC—On Site Coordinator
PEBLO—Physical Evaluation Board Liaison Officer
PII—Personally Identifiable Information
PIF—Personal Information File
PPP—Priority Placement Program
RIP—Report on Individual Personnel
RNLTD—Report No Later Than Date
RPA—Request for Personnel Action
RRL—Record Review Listing
SAPR—Sexual Assault Prevention Response
SO—Systems Operator
SPCMA—Special Court Martial Convening Authority
SURF—Single Uniform Retrieval Format
TIG—Time in Grade
TIS—Time in Service
TOIA—Time Off Incentive Award

TSCG—Traffic Safety Coordination Group

UIF—Unfavorable Information File